

Technology Network Coordinator

School District Job Description

Position Title: Technology Network Coordinator

Department: Technology

Reports To: Assistant Superintendent of School Improvement

SUMMARY:

The Technology Network Coordinator is responsible for designing and implementing local area networks in a school environment. Employee supervises the installation, maintenance, and operation of local area networks and associated computer hardware and software. Employee coordinates with the Technology Integration Coordinator the evaluation of school system networking needs and recommends improvements and modifications to existing infrastructure. Employee diagnoses and resolves complex local area network issues. Employee oversees the daily decision-making to keep the district technology department running smoothly. The employee works collaboratively with the other members of the school system central office staff and school building staff to keep technology network and programs running smoothly and efficiently.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Installs local area networks including network servers, hubs, routers, workstations, printers, and other peripheral devices.
- Operate and maintain local area networks, track significant problems, monitor performance, and perform upgrades to hardware and software as required, VoIP phone system, firewall, licensing, Lightspeed, and work order system.
- Install or modify existing installations of networked computer hardware, software, and other components.
- Participates in long and short range technology planning.
- Trains technical staff at the building level to follow proper operating procedures necessary to maintain the integrity of the network.
- Maintains documentation regarding network configuration, operating procedures, and service records relating to network hardware and software.
- Assists in developing and providing training to building level faculty and staff in the proper operation of the local area network.

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- Attends classes, seminars, conferences and reviews professional literature to enhance knowledge of trends and developments related to local area network systems.
- Is knowledgeable of the hardware configurations and computer-related items. Use the state and local technology plans to establish standards for the purchase of equipment, software, related media, and supplies for instructional technology integration and management activities according to the local purchasing guidelines.
- Supervises the system-wide inventory of technology assets.
- Assists technology users in resolving problems associated with ordering, service, and support.
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of local area network architecture
- Strong knowledge of computers and related technologies
- Strong knowledge of infrastructure requirements and components of local area networks
- Strong knowledge of network operating systems
- Considerable knowledge of local area network protocols and diagnostic tools
- Ability to supervise technical support staff
- Ability to communicate effectively with all levels of technology users
- Ability to communicate effectively with all levels of school system staff.
- Ability to assist users and trainers with software and hardware direction, guidance, and vision-setting.
- Ability to lead technology planning efforts including activities to develop, implement, and evaluate both system and school technology plans.
- Ability to manage financial resources.

SUPERVISORY RESPONSIBILITIES:

Manages technical staff and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

SUGGESTED TRAINING AND EXPERIENCE:

Bachelor's Degree in Computer Science or related field, two years' experience in a network environment, or any equivalent combination of training and experience. Certification as a Novell Administrator, Novell Engineer, or Microsoft Engineer preferred.

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EVALUATION:

This position will be evaluated in accordance with Board policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT:

Twelve-month employee. Salary to be established by the Board of Education.



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