

QUABOAG REGIONAL SCHOOL DISTRICT
Warren - West Brookfield, Massachusetts

TECHNOLOGY COORDINATOR

Department: District Administration

Reports To: Director of Finance and Operations

Compensation & Benefits: Salary and benefits based upon negotiated agreement and policy established by the Quaboag Regional School Committee.

Terms of Employment: This is a twelve-month, exempt position.

General Statement of Duties:

The Technology Coordinator will be responsible for the development and implementation of technology, the integration of technology and learning, and the maintenance of computers and networks within the Quaboag Regional School District. The Technology Coordinator will report directly to the Director of Finance and Operations, but will work collaboratively with school Principals and the Superintendent to achieve the objectives of the District's and schools' technology plan.

Essential Functions:

- 1) Assumes a leadership role in the review, revision and implementation of the District's Technology Plan.
- 2) Plans and develops strategies to meet State and Federal technology mandates and standards.
- 3) Administers, upgrades and maintains the local area and wide area networks, including the design of networks, routing of data and problem-solving.
- 4) Integrates technology across the curriculum, functioning as a resource for administrators and the instructional staff.
- 5) Assists with the planning and coordination of technology professional development programs for the District's staff.
- 6) Supervises the purchase of technology.
- 7) Manages the District's technology security, content filtering, inventory and control system.
- 8) Supervises the maintenance of the District's technology assets, including the coordination of third party maintenance activities to assure timely response and quality service on hardware and software.
- 9) Stays current with technology and technology trends in education, and to share such information with administration and staff.
- 10) Assists in the planning and writing of technology grants for the District.
- 11) Assists with the installation and operation of hardware, software, and system peripherals.
- 12) Works with the Director of Finance and Operations in securing E-Rate reimbursement for technology expenditures.
- 13) Recommends policies that will ensure the integrity of the technology environment.

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Essential Functions (con't):

- 14) Administers, upgrade and maintain the District's web site
- 15) Supervises District Technology
- 16) Assists with the on-line submission of state reports (i.e. SIMS, District Technology Plan, End of the Year Report)
- 17) Performs other tasks as may be assigned by Director of Finance Operations

Qualifications:

A. Education and Experience:

- Must have a minimum of 3 years experience working in the technology field with preference given to school experience
- College level course work preferred

B. Special Requirements and Certifications:

- Must have obtained appropriate qualifications as a Certified Systems Engineer (MCSE), Certified Novell Administrator (CNA), or a Cisco Certified Network Associate (CCNA)

C. Knowledge, Ability and Skill:

- Must have a good working knowledge of Novell Netware 5.x and up, current operating 95/98 and update Window XP
- Has been trained and possesses experience in working with a networked personal computer environment on a variety of network platforms
- Has knowledge of educational technology (learning software, computer applications, hardware, (Rediker, SIMS, Horizons) and technology integration within the classroom)
- Has the ability to "troubleshoot" problems in network systems
- Has a strong working knowledge of the Internet
- Has strong interpersonal skills and demonstrates ability to communicate clearly; orally and in writing

D. Physical Qualifications:

- Physical ability and stamina required to pull cables and wiring through drop ceilings
- Occasional lifting, standing, bending and carrying of computer equipment and document records
- Will spend extended periods of time at the computer terminal