

TECHNOLOGY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent or Assistant Superintendent, the incumbent of this position is responsible for coordinating the implementation, use and support of various technologies acquired by the School District. These technologies include the District's computer networking (LAN and WAN) and user support; telecommunications configurations and system maintenance; and security camera installation, security system review and monitoring. The incumbent is actively involved in the review and assessment of equipment and software packages and assessing compatibility with existing systems and/or the need for system modifications. In addition, the incumbent is the lead/contact person in providing user support for users of the District's LAN, WAN, telecommunications system, and camera security system. The incumbent oversees the work of computer network support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, supervises and directs operations for the school district's computer networks;

Coordinates technical assistance to school district users for computer hardware and software problems;

Provides help desk support for school district staff;

Trains subordinates in troubleshooting techniques to support users;

Assists in evaluating commercial software applications by reading documentation and testing software to determine appropriateness for users and network;

Prepares specifications and writes requests for technology equipment proposals;

Directs cabling, configuring and installation of computers, computer peripherals and network components;

Provides for software support on computer network;

Communicates with BOCES pertaining to district network server and router maintenance;

Communicates with telecommunications vendor for hardware maintenance, repairs and changes that cannot be performed by school district personnel;

Makes software programming changes to telephone equipment, where possible;

Assigns and maintains ongoing listing of school district telephone extensions;

Coordinates school district telephone service, responding to complaints or inquires;

Provides instruction for users of telephone services;

Oversees, maintains and monitors the security surveillance network servers and cameras;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Prepares custom reports for Superintendent or other district staff, as requested;

Develops and maintains school district website;

Trains staff on network usage and software technology applications, as needed;

Repairs and troubleshoots technical problems with printers, copiers, smartboards, etc;

Works with school district personnel in implementing appropriate security procedures;

May review, test, and make software recommendations;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices and procedures involved with computers and area networks; good knowledge of various applications required to maintain computer and area operating systems; good knowledge of wiring computers to the network; good knowledge of LAN and WAN systems and configurations and mainframe applications; knowledge of automated telephone systems; ability to install, monitor and maintain LAN and WAN systems; ability to troubleshoot computer system problems; ability to analyze and resolve computer, LAN and WAN systems software problems; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use software applications such as spreadsheet, word processing, calendar, e-mail and database; ability to oversee the work of others; ability to travel to different work sites; tact; patience; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience which involved installing or maintaining LAN and WAN systems, installation of software packages, website development/maintenance, or utilization of desktop publishing.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to (4) four years of the work experience as described above.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license to operate a motor vehicle in the State of New York. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance from employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.