



**POSITION TITLE:** Technology Coordinator

**EMPLOYMENT STATUS:** Full-Time

**Location/Campus:** MANSFIELD (traveling to other labs paid mileage)

**Reporting Agency:** SERS

**LICENSURE/CERTIFICATION/QUALIFICATIONS:**

1. High School Diploma or GED equivalency, college-level training preferred.
2. Courses work related to Information Technology
3. Prior experience working with computers preferred

**CONTRACT:** Employment contract is contingent upon availability of funding; contract days determined by the school district; other terms and conditions of employment as per the School Board policies and procedures.

**SALARY:** Based on salary schedule and/or commensurate with experience and education.

**DESCRIPTION:** Under the direction of the Assistant Director of Technology, perform a variety of technical and computer support duties in the maintenance and support of computer based instructional programs and online assessment, at an assigned lab; provide technical information and assistance in the operation of computers and use of computer programs, systems and equipment to students and staff.

**POSITION RESPONSIBILITIES:**

- Perform a variety of technical duties in the maintenance, and distribution of technology related instructional materials at an assigned lab location.
- Track and inventory site technology related equipment such as computers, laptops, mobile devices, printers, projectors etc.; work with the Assistant Director of Technology to facilitate ordering software and hardware supplies.
- Purge, dispose or surplus obsolete/damaged equipment and materials as needed and in accordance with District policies and procedures.
- Download and/or install software as assigned by the District, principal or principal's designee.
- Train staff and/or students in the use of technology equipment and/or software as necessary.
- Troubleshoot and fix minor problems.
- Provide technical assistance to students, faculty, staff and others in the selection, location and use of equipment; respond to inquiries and provide information and assistance concerning related practices, techniques, policies and procedures.
- Support District and Site efforts with regard to on-line assessments such as state assessments;
- Provide training and assistance to students concerning the operation of computers and related printers, peripherals, internet functions and software applications; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations as needed.
- Input, scan and update student, circulation and various other data and information in an assigned computer system; utilize computers to extract and verify data and information; establish and maintain automated records and files; initiate queries and generate computerized reports.
- Communicate with students, staff, faculty and various outside agencies to exchange information and resolve issues or concerns.



- Operate a variety of office equipment including but not limited to a copier, fax machine, computer, document camera, projector, printer, scanner, and any other peripheral and assigned software; troubleshoot and resolve basic computer/technology issues; prepare and update backup computer data files as required.
- Monitor and maintain acceptable student technology use in the computer lab if one is at the site.
- Support student use of computers in a lab or at home.
- Coordinate and facilitate student support of technology with programs such as Canvas.
- Attend mandatory trainings as required by the position
- Attend six face to face staff meetings at Mansfield lab and graduation.
- Online state mandated trainings for accreditation, ie Public Schoolworks, Child Abuse, Gifted, etc.
- Serve as a mentor for an assigned group of students. Mentors are expected to make weekly contact in an effort to build and maintain relationships with students and their families. Weekly contact should include grades, attendance, important school events and support needed for academic success.
- Perform related duties as assigned.

#### **Metrics for success:**

- Completion within set timelines for tech improvements or updates
- Time taken for inputting students
- Time taken for new employee onboarding
- Internal staff satisfaction survey results (survey comes from Diane)
- PD day evaluation
- Logistics and withdraw - hardware collection rate

#### **SKILLS, ABILITIES AND KNOWLEDGE:**

- Filing, indexing and inventory procedures;
- Record-keeping and report preparation techniques;
- Reading levels, appropriate reference materials and systems and basic curriculum standards related to all school-age students;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Operation of computers, peripherals and assigned software;
- Modern office practices, procedures and equipment;
- Provide technical information and assistance to students and teachers concerning GOAL identified programs;
- Maintain a clean and safe environment;
- Respond to requests for technical help through Helpdesk;
- Maintain files and records;
- Type or input data at an acceptable rate of speed;
- Work independently with little direction;
- Complete work with many interruptions;
- Establish and maintain cooperative and effective working relationships with others;
- Troubleshoot and communicate technology issues to appropriate labs and leadership;
- Problem solve and resolve technology issues with support if necessary;



- Model appropriate behavior around and interact appropriately with children;
- Maintain regular attendance.

#### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices.

The employee must occasionally lift and/or move up to fifty pounds (e.g. notebooks, reports). Specific vision duties of this job include close vision.

The noise level in the work environment is relatively quiet but may escalate in group or event settings. The work environment may include exposure to disease and infections.

The employee may be required to deal with students with behavioral risks.

This position may require attendance at meetings outside of regular work hours (e.g. early morning, after school).

This position involves stress as a result of the responsibility to ensure that laws, regulations and procedural rules are followed, the responsibility of dealing with individual student concerns and maintaining student discipline, and the demands of maintaining effective communication with other staff members, students and parents.

#### **ADDITIONAL REQUIREMENTS:**

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at GOAL Digital Academy.

The employee must complete a satisfactory background check.

The employee shall have a valid driver's license or available transportation.

The employee is responsible for familiarizing him/herself with the GOAL Digital Academy Handbook as well as Board Policy employee expectations.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

The employee will be required to follow the instructions and perform duties required by the employee's supervisor and/or Superintendent.

This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance



appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job.

---

Employee Signature/Date

---

Supervisor Signature/Date