POSTION: TECHNOLOGY COORDINATOR

REPORTS TO: Chief Operations Officer

SUMMARY:
260 Days
Salary based on Richmond Community Schools Administrative Salary Schedule.
Exempt employee

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Be present, on time and ready to work.

Provide vision of Technology Department and be instrumental in leading e-Learning for the district.

Coordinate Technology in the day to day operations.

Coordinate planning and preparation of Technology budget.

Coordinate with design and implementation of new hardware and systems.

Coordination and documentation of technology eligibility for Universal Service funding (e-Rate).

Assist with supervision and evaluation of technology staff.

Maintain operational maintenance agreements with appropriate vendors.

Maintain and coordinate in implementing the corporation Technology Plan.

Maintain corporation trouble calls.

Project planning and organization.

Purchasing and maintaining inventory.

Areas within the day to day supervision:
- Network Administrator
- Computer Support
- Phone System and Voice Mail
- Video Communication
- Student Information System
- Systems and Hardware
- Web Page
- Server Support
- E-Mail
- Backups and Storage
- Copiers
- Systems
- Wireless Infrastructure
- Software Support
- Library Management Systems
- Alert Solutions
- Social Media Systems
- Web Filtering
- State Reports
- IOS Device and App Management

Richmond Community Schools is an
EQUAL OPPORTUNITY EMPLOYER
We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Revised September 2015
Revised August 2015
Revised July 2015
Richmond Community Schools

Job Description

Mobile Device Management Instructional and e-Learning Support
Office 365

Other duties as assigned by the Chief Operations Officer.

QUALIFICATION REQUIREMENTS:
Good communication skills.

EDUCATION:
Minimum of Associate Degree.
Minimum of 3 years Administrative Network experience.
Minimum of 3 years, experience in supporting computers and communication systems.
Minimum 3 years of Management experience.

LANGUAGE SKILLS:
Great communication skills are required.

MATHEMATICAL SKILLS:
Must be able to understand, create, and train others on Microsoft Excel formulas.

REASONING ABILITY:
High reasoning ability is required.

PHYSICAL DEMANDS:
The physical demands described here 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 this job, the employee is frequently required to:
Have good hearing and speaking to exchange information.
Have good vision to read a variety of materials.
Be able to lift at least 40 pounds.
Be able to type on computer keyboard, laptop keyboard, and other types of electronic devices.
Be able to work on computer, monitors, and other electronic devices that are connected to electrical outlets.
Be able to use soldering tools, hand tools, and power tools.
Be able to climb and work on ladders.
Be able to sit or stand for extended periods of time.
Be able to reach overhead, above the shoulders & horizontally.
Be able to walk, bend at the waist, kneel and crouch.
Have considerable manual dexterity with tools.
Be able to work under stressful conditions.

WORK ENVIRONMENT:
Travel within the school district is required.
Must have own vehicle. Occasionally will use the corporate vehicles.

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Job Description

Be able to interact with other people on a daily basis.
Primary work environment is indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Corporation.