

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Coordinator, Technology	REPORTS:	Director of Technology
DEPARTMENT:	Technology	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	226
ISSUED:	May 17, 2018	SALARY:	Range 26B

BASIC FUNCTION:

Under the direction of the Director of Technology functions as deputy to the Director and manages all aspects of day-to-day operational activities of the department.

REPRESENTATIVE DUTIES:

Responsible for planning, organizing, coordinating, leading and implementing technology initiatives, services and operations related to meeting the district's technology needs and directs the work of staff. Must possess advanced technical knowledge in all functional areas of oversight, including, but not limited to, network infrastructure, systems administration and database management and administration.

(E) = Essential Function

Supervises and evaluates assigned personnel. (E)

Serves as technology department liaison for modernization and construction projects ensuring technology standards and goals are met. (E)

Oversees and provides technical assistance to others in the performance of the following:

- Administers enterprise server platforms running a variety of operating system software in both physical and virtual environments; installs, configures, tests, integrates and administers windows server, active directory, document management systems and other servers, including, but not limited to, system monitoring and management software tools. Using applicable tools and utilities, monitors system performance, including server utilization and availability; performs performance tuning to achieve optimal system speed, reliability, and performance; ensures systems security, disaster response and recovery processes are followed. (E)
- Administers all aspects of enterprise-wide data storage including, but not limited to, Storage Area Networks (SAN), Network Attached Storage (NAS) environment; participates in planning storage allocation architecture and allocates storage capacity; tunes and maintains SAN and NAS systems and san network connectivity; provides technical oversight of backup strategy; configures and maintains off-site disaster recovery databases. (E)

- Responsible for all areas pertaining to design, configuration and administration of systems and servers related to District Local Area Network (LAN) and Wide Area Network (WAN), (including, but not limited to, directory services, e-mail, domain name system (DNS), Dynamic Host Configuration Protocol (DHCP), Simple Mail Transfer Protocol (SMTP), web filtering, proxies, routers, switches, security, network monitoring, backups) for the purpose of optimizing throughput, securing data, oversees backup and recovery capabilities, and ensures availability of services to authorized users. **(E)**
- Installs all types of technology including, but not limited to, computers, computer related equipment, network equipment including peripherals.
- Schedules and performs database and web server updates and backups using server management tools or backup software; configures and monitors database replication, database mirroring and log shipping on database servers. **(E)**
- Researches, troubleshoots and resolves complex and ambiguous problems involving a combination of hardware, operating systems, vendor application software and database structure configuration, including, but not limited to, resource conflict and/or interoperating problems; installs and tests operating system patches, releases, upgrades and fixes; assesses system capacity issues, evaluates software and other alternatives, recommend system upgrades or replacements as necessary. **(E)**
- Monitors disk usage to ensure adequate database resources. **(E)**
- Works with members of the technology and information services team as well as vendors. **(E)**
- Works with personnel and other technology stakeholders to evaluate the uses of new technology to meet business process requirements; participates in the evaluation of new software and technologies to determine their functionality, interoperability, reliability, availability and supportability and expected return on investment. **(E)**
- Implements and maintains systems to provide remote access to district servers by authorized personnel. **(E)**
- Provides professional development to staff. **(E)**
- Attends occasional evening events. **(E)**
- Develops functional specifications, standards, and requirements for hardware and/or software purchases and design to ensure optimum system and end-user performance. **(E)**
- Attends various meetings and training sessions as required. **(E)**
- Maintains current knowledge of industry trends.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

- Bachelor's (four-year) degree with a major in computer science or related technical field. An equivalent combination of education and experience may be considered. Two years experience in a closely related field can be substituted for one year of the education requirement, for up to two years of college or university coursework. (30 accredited semester credit units = 1 year); and
- A minimum of two (2) years of experience supporting technology and information systems, including at least one year in a supervisory capacity.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- In-depth technical knowledge of personal computer (PC) operations including the relationship and usage of various input and output components, business and education support software and terminology;
- Operating systems used in conjunction with networks;
- Managing online services including, but not limited to, Office 365 and Google Apps for education using active directory;
- Protocols and procedures for setting up new equipment, troubleshooting and performing routine maintenance;
- District network protocols;
- Local area networks, network operations, connectivity between servers, and integration of data and telecommunications;
- Domain name system (DNS), web, active directory and antivirus software programs;
- Writing skills to document technical procedures;
- Human relations skills to convey technical information to others in a user-friendly manner using tact, patience, and courtesy;
- Data policy and privacy protocols related to student data privacy and school districts; and
- Effective supervisory techniques including work assignment and delegation, performance evaluation, training and motivation.

ABILITY TO:

- Install, configure, troubleshoot and coordinate networked computer workstations, systems, and programs used by the district in both instruction and administrative areas;
- Design, install, maintain, and document network hardware, software, and operating systems;
- Troubleshoot complex network and server issues;
- Analyze data and evaluate the needs of users and develop alternative solutions to problems and needs;
- Implement system to protect data security;
- Maintain accurate activity log;
- Prepare cost/benefit analysis;
- Read, interpret, apply and communicate complex technical information including manuals equipment blueprints and schematics;
- Communicate effectively both orally and in writing;
- Maintain productive and cooperative working relationships with others;
- Train users and staff on a variety of technology skills;

- Coordinate, supervise and evaluate the performance of assigned staff;
- Understand and follow oral and written directions; and
- Prioritize and organize work to meet deadlines.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment and school sites;
- Meeting inflexible deadlines;
- Subject to driving to a variety of locations to conduct work during day and evening hours;
- Subject to frequent interruptions;
- Indoor and outdoor environment; and
- Occasional dealing with distraught or difficult individuals.

PHYSICAL DEMANDS:

- Sitting and/or standing for extended periods;
- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records;
- Reaching overhead, above the shoulders and horizontally;
- Dexterity of hands and fingers to make small component connections, operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read, prepare/process documents, and to monitor various services and personnel;
- Walking over rough or uneven surfaces;
- Climbing, occasional use of stepladders/ladders;
- Ambulatory ability to move to various office and classroom locations and to bend, stoop, crawl, and reach to install cables and equipment;
- Visual acuity to read technical documents and instructions and align small components; and
- Physical activity may be required, which could include lifting, pushing, and pulling objects of moderate to heavy weight.

HAZARDS:

- Extended viewing of a computer monitor;
- Long periods of sitting;
- Common workplace safety situations; and
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, Technology and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board Approved: May 17, 2018