DIXON UNIFIED SCHOOL DISTRICT JOB DESCRIPTION
Technology Coordinator
261 days – Classified Administrator

PRIMARY FUNCTION:
Under the guidance of the Superintendent, the Technology Coordinator implements and manages the overall delivery of information, technology and telecommunications services for the school district. The Technology Coordinator must provide both management and high-level, hands-on technical expertise. The Technology Coordinator designs, administers and maintains the district's local and wide area network system for data and telecommunications, including messaging, file, web application, information and special purpose servers and related equipment.

The Technology Coordinator provides management-level support and training in operations related to networking and electronic communications, and serves as a principal contact with the agency's networking and telecommunications providers, as well as customers who rely on DUSD for telecommunications and networking services. The Technology Coordinator acts as the district's Information Technology leader.The Technology Coordinator performs related duties as assigned.

DIRECTLY RESPONSIBLE TO: The Technology Coordinator reports to the Superintendent.

SUPERVISION OVER: The Technology Coordinator may supervise technical and professional staff as assigned, including key staff responsible for delivering user support and training. The Technology Coordinator works closely with departmental managers and outside vendors and service providers, and plays a critical role in various project teams that are formed for project-specific tasks.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

The Technology Coordinator:
- Reviews technology, telecommunications and information systems practices, and makes policy recommendations based on industry standards and best practices.
- Oversees federal, state and local funding initiatives relating to technology, including the federal e-rate program.
- Establishes security and protection practices for the agency's stored and transmitted data
- Manages the departmental budget and physical resources
- Helps design and maintain DUSD's local and wide-area networks, including the selection and installation of bridges, routers, switches, hubs and related equipment that support various networking protocols, the maintenance of existing LAN, Internet, DNS, database and electronic mail servers.
- Installs and manages approved networking security strategies which ensure that the DUSD network is accessible only to authorized users.
- Serves as a primary contact with networking services providers and customers, and plays a key role in negotiating and developing plans for future services.
- Designs and delivers professional training for staff in the areas of network use and electronic communications.
- Participates in community and statewide workgroups relevant to his or her areas of expertise.
- Conducts local and regional technical workshops as directed.
- Installs, configures and manages servers and related equipment to support the school district's information infrastructure and operations.

- Monitors, manages and updates file, web, messaging, telecommunications and special function servers and equipment
- Directs the development and implementation of the DUSD Technology plan and leads the Technology Committee.
- Responsible for district and school websites.
- Completes other related duties as assigned.

STANDARDS OF PROFESSIONAL BEHAVIOR AND APPEARANCE: District Office workers are expected to have integrity and to be responsible, diligent, and ethical. They will project a professional, positive image through dress and demeanor and be loyal to the district and supportive of their colleagues. They will respect authority and treat the public with fairness, practicality, common sense and good taste. They will respect the confidential nature of their positions and the information they encounter by practicing the highest degree of confidentiality. District Office workers are expected to take pride in their work and to continually strive to upgrade the skills and learning. They will understand that they are here to provide a service to staff, students, parents and the community so that the education of the students will be more effective and community support for the district maximized.

JOB QUALIFICATIONS

Education
The Technology Coordinator must demonstrate any combination of education and training equivalent to a Bachelor's degree, which demonstrates the ability to perform the duties and responsibilities as described above. Advanced coursework or training in computer networks is desirable.

Training and Experience
The Technology Coordinator must have three years of progressively more responsible experience designing and managing Ethernet-based networks, a strong understanding of modern Internet protocols, and a thorough knowledge of LAN and WAN routing and security. Additional coursework and/or training in technology management is desirable. Management and supervisory experience is required, and experience in an educational setting is preferred.

Knowledge of
The Technology Coordinator must have a solid knowledge of local and wide-area network operation, server and client configuration, experience with a variety of networking protocols, and a working knowledge of network management, security and productivity tools.

Skill and Ability to
The Technology Coordinator must communicate effectively in person, and in writing. He or she must have the skills to explain technical concepts to non-technical customers and staff, learn new software applications and networking principles, and must be able to prioritize, organize, and schedule work assignments and projects. Additionally, the Technology Coordinator must demonstrate effective skills in selecting, assigning, and evaluating personnel as needed, and must establish and maintain a cooperative working relationship with all those contacted during the course of work.

Other Characteristics
The Technology Coordinator must be able to travel independently to various agency sites located throughout Solano County.