

Coburg Community Charter Job Description

TITLE: Technology Coordinator

REPORTS TO: Executive Director

PURPOSE STATEMENT:

The Technology Coordinator is responsible for all aspects of technology systems used by the school, this includes all instructional and operational systems. The Technology Coordinator provides all levels of support, including training and assistance in use, for CCCS computers, hand-held devices, software or other instruction-related technology in schools. In addition, the Technology Coordinator configures, deploys, and maintains CCCS's fleet of laptops, Chromebooks, tablets, and other instructional hardware and software. This includes the maintenance of the image library and mobile device management system, as well as re-imaging and repairing devices. The Technology Coordinator is a primary point of contact for CCCS staff and students seeking technical support.

WORK CALENDAR: 11 months

OUR MISSION:

Our mission at Coburg Community Charter School is to create a partnership between parents, teachers, and our community members. Our focus is to provide excellence in an environment that encourages strong positive character, leadership skills, academics, and community involvement. Our "roots and wings" philosophy fosters students' identity and belonging while preparing them to become productive members of society. Our commitment is to provide a unique program that lays a solid foundation upon which our children's intelligence, creativity, social and environmental awareness can flourish. These solid roots will enable our students to soar into a bright future.

QUALIFICATIONS:

- A minimum of an Associate Degree or equivalent
- Pass a criminal history clearance
- Working knowledge of current Windows, iOS, and Android operating systems
- Experience with above systems or similar preferred
- Commitment to customer service excellence
- Excellent verbal and written communication skills
- Resourcefulness and flexibility while working in a fast-paced, rapidly changing environment

ABILITY TO DO THE FOLLOWING:

- Maintain confidentiality and exercise tact, diplomacy, and independent judgment
- Maintain and update skill set
- Research and apply advanced technologies

- Understand and follow verbal and written communication
- Prioritize tasks and duties to meet organization needs
- Work with minimal supervision while performing job responsibilities
- Coordinate services with sensitivity to the needs of the instructional/educational environment and calendar
- Effectively and positively work and communicate with people from diverse cultures and backgrounds

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

PC	Networked Multifunction Copiers
Chromebook Hardware	Networked Printers
IOS and Android	PBX telephone systems
Video Security Systems	Burglar Alarm Systems
SMART board and Projector Maintenance	Fire Alarm Systems
Google G Suite domain management	IP Schema
Google Cloud Print	Internet domain management
Library System Management	Internet Security Appliance Management
SMS message broadcasting	Web site administration on CMS
PC Fleet Configuration and Administration	Vendor relationship management
Misc Hosted Services including Acct Sync	Wireless networking system management
Volunteer Tracking System Management	Intercom/bell system management
Maintain eCommerce tools	Manage wired ethernet systems
Maintain Card Scan based door security	Manage Microsoft Enterprise Licensing
Technology related purchasing and receiving	Advanced troubleshooting and repair
Chromebook repair	Audio/Video System support
Chromebook fleet centralized management	Tech delivered state assessment support
Business Continuity Management	Walkie Talkie fleet management (FRS/GMRS)
Manage Security Best Practices	Manage user accounts for staff and students

- Serve as technical support for all technology within the school
- Perform troubleshooting and research toward the resolution of technology-related problems
- Maintain District image library
- Configuration, deployment, and maintenance of computers for staff
- Install/remove programs to support instruction and proper operation of school computers
- Install, monitor, and uninstall A/V equipment
- Assist with configuration and setup of printers, projection devices, and monitors to work effectively for various instructional purposes
- Provide on-site installation, support and troubleshooting
- Support staff development and training on use of new technology
- Assist with maintaining technology inventory
- Compose, edit, and maintain technical and complex documents, correspondence, special reports, and material of a confidential nature
- Assist in website maintenance and troubleshooting

This job description is not intended to be and should not be construed as an inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department.

WORKPLACE EXPECTATIONS:

- Cultivate and model a respectful working and learning environment
- Work effectively with and respond to people from diverse cultures and backgrounds
- Demonstrate professionalism and appropriate judgment in behavior and speech, and dress in a neat, clean, and appropriate manner for the assignment and work setting
- Regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all state and federal laws, CCCS policies, work procedures, and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to a student, family, colleague or CCCS patron
- In addition to any state or district evaluation requirements, all employees will be evaluated annually using our 4-Core rubric covering leadership skills, positive character, academics, and community involvement

ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

Physical Activities and Requirements, Visual Acuity, and Working Conditions of this Position

R – Rarely (Less than 6% of workday)

O – Occasionally (6% – 31% of workday)

NA – Not Applicable

F – Frequently (31% – 69% of workday)

C – Continually (69% – 100% of workday)

Physical Activities:	N A	R	O	F	C
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.		X			
Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.				X	
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.				X	
Kneeling: Bending legs at knee to come to a rest on knee or knee(s).				X	
Crouching: Bending the body downward and forward by bending leg and spine.				X	
Crawling: Moving about on hands and knees or hands and feet.	X				
Twisting: Moving body from the waist using a turning motion.				X	
Reaching: Extending hand(s) and arm(s) in any direction.					X
Sitting: Resting with the body supported by the buttocks or thighs.		X			
Standing: Remaining upright on feet, particularly for sustained periods of time.					X
Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.					X
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. Maximum weight: 30 lbs.				X	

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. Maximum weight: 30 lbs.			X		
Lifting: Raising objects from a lower to higher position or moving objects horizontally from position-to-position requiring use of the upper extremities and back muscles. Maximum weight: 30 lbs.				X	
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.		X			
Grasping: Applying pressure to an object with the fingers and palm.					X
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.			X		
Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.					X
Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.					X
Repetitive Motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.					X

CCCS believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but does not limit the incumbent or the organization to only the work identified. It is our expectation that each employee will offer his/her services whenever and wherever necessary to ensure the success of our endeavors.

EMPLOYEE STATEMENT

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district regarding the requested accommodation(s).

Employee Name (Print)

Date

Employee Signature

Date

Coburg Community Charter School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA)

Last Revised: 08/21/2018