

Job Title: Technology Coordinator
Pay Plan: At will employee
Months: Year Round
Department: Information/Technology
Reports to: Superintendent/Director

OVERVIEW OF THE ROLE:

The Technology Coordinator is responsible for technical work related to the evaluation, selection, implementation, administration, security and maintenance of a variety of computers systems and networks. The position manages day-to-day operations, and facilitates staff, student and program specific activities. The Technology Coordinator performs work of a highly technical and specific nature, often in confined or difficult environments and normally under limited supervision.

DUTIES and RESPONSIBILITIES:

- Performs all functions of Technology Support Specialist
- Maintains strong working relationships with technology stakeholders, including sending school principals, technology staff, Region 10 staff, teachers, students, administration and third party vendors
- Internal point of Contact for Network Maine, BEU, and Domain Registration
- Develops, maintains and updates complete technology inventory, including hardware, network components, software, and service and maintenance contracts and reviews each summer to ensure compliance with licensing
- Evaluates, establishes and provides technical training and assistance for all staff
- Responsible for tracking down and resolving issues related to either hardware or software for school desktop and laptop computers
- Manages Google Workspace Accounts, Sophos Anti-Virus and all printers and copiers
- Maintains security cameras and retrieves files from security servers as requested
- Maintains electronic door system
- Maintains IP telephone system including the establishment of user accounts and lines
- Maintains PA system
- Develops the annual Technology Department Budget
- Selects and administers hardware and software for the school including evaluating computer-related products and pricing
- Contacts vendors to secure bids for equipment being purchased, orders and installs all new equipment
- Responsible for electronic recycling
- Runs public access for Cooperative Board meetings and school events
- Proctors all online assessment testing in fall and spring semesters
- Maintains school digital signage displays and Facebook presence
- Take, print and display of all special events (Student of the Quarter, Senior Recognition, etc.)
- Help instructors and students with video projects
- Provide assistance to administrative secretary including Infinite Campus
- Comes in for emergency situations and after power outages
- Maintains professional development in own field of expertise by attending related training seminars and actively participating in professional associations
- Assist with dual enrollment registration

- Management of Region 10 website and all social media accounts
- Troubleshoot on “when necessary” basis in classrooms for students or staff
- Direct/educate staff who need extra help with a program
- Research/assist with purchase of program specific/ PAC recommended technology items
- Become an integral part of the R10 team
- Willingness/ability to sub
- Windows and Apple experience and knowledge
- Provide teachers with strategies and activities to include program specific and overall technology to improve daily instruction
- Create learning resources (tutorials, programs, databases) for instructors and staff to support
- Assist with data entry and analysis

QUALIFICATIONS, KNOWLEDGE, SKILLS, and ABILITIES

- Strong interpersonal, organizational, and communications skills
- Reason and understand policies, procedures and related job information
- Familiarity with multiple operating systems and school related software
- Experience with basic network management and systems
- Experience with firewall and switch configuration issues
- Demonstrated experience with basic computer issues
- Demonstrated experience or certification in server administration
- Demonstration of ethical work habits as the Technology Administrator is entrusted with access to confidential information in the nature of his/her work and is expected to adhere to the highest standards of legal, moral, and ethical behavior

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified, and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Region 10 Technical High School does not discriminate on the basis of race, age, color, ancestry or national origin, religion, sex, sexual orientation, genetic information, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities.