

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Building Technology Coordinator

Classification: Certified, Non-supervisory

Reports to: Building Principal

PURPOSE STATEMENT

The building technology coordinator provides building leadership in the area of technology to ensure that staff and students are able to utilize technology effectively and maximize student learning through application of various technologies.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Ensures intranet/internet connectivity for each workstation and peripherals in building.
- Develops and maintains the school web-site. Updates website as directed by the building administrator(s) and structures website to meet school district criteria.
- Maintains an accurate and current inventory of hardware and peripherals.
- Problem-solves connectivity issues in a timely fashion for all staff.
- Supports all building staff with technology needs related to the workplace.
- Provides software solutions for district-supported applications.
- Provides assistance during critical periods such as introduction of new district-supported applications.
- Assist staff in maximizing the use of available technology in the building.
- Maintains equipment and make minor repairs as necessary; acts as first contact in building for district technology technicians.
- Acts as the primary liaison for the building for the Measure of Academic Performance (MAP) or subsequent online assessment applications.
- Ensures platform readiness for assessment.
- Provides MAP data to Northwest Evaluation Association (NWEA) promptly.
- Supports building proctors with technology lab issues.
- Assesses staff need for technology staff development, plans development activities and provides timely inservice opportunities. Provides follow-up support as needed.
- Maintains building computer labs (including mobile labs). Maintain and test server integrity.
- Assists the building principal to ensure compliance and implementation of the school and district technology plans.
- Communicate with staff on a proactive basis and respond to staff inquiries within 24 hours.
- Collaborate with district technicians on a proactive basis; anticipate needs and ensure follow-through.

- Communicate technology needs to the building principal. Prioritize issues and needs.
- Communicate with the district Technology Coordinator as needed.

OTHER FUNCTIONS

- Assist the building principal with budget planning to incorporate technology needs.
- Assists with bid requirements as related to technology purchases.
- Provides recommendations to building leadership regarding technology innovations and/or replacement of equipment.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

Skills : The employee have skills in webpage design and management and the ability to present the school in a positive manner through the web presence. Strong writing, reading and communication skills are critical. Skills in basic network maintenance is required.

Knowledge: The employee will be knowledgeable about networks, the District adopted email system and computer applications addressing grading, attendance, etc. (currently WesPac). Additionally, the technology coordinator must be knowledgeable about or willing to learn about the various software applications approved by the district. Knowledge of use of spreadsheets or databases to effectively track passwords, IP addresses, inventory, etc. is critical.

Ability: The employee must have the ability to interact positively with students and adults about technology and the use of technology in an educational setting. Training staff is an essential function of the position thus the ability to plan and implement training opportunities for staff. It is critical that the person in this position be able to assist those with limited computer competence in a way that is respectful and supportive. The ability to perform minor maintenance and repair is essential to this position.

Working Environment

Lifting and carrying computers and peripherals is required. Additionally, kneeling, stooping, and use fine motor skills are required. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed primarily indoors under minimal temperature variations with minimal potential exposure to bodily fluids.

Experience Training specific to educational technology preferred.
Network training or experience
Experience or training in developing and maintaining a website

Education Teaching credential preferred
Bachelors degree with course work specific to technology.

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Required Testing
none

Certificates
none

Continuing Ed./Training
None required

Clearances
Fingerprint/Background Clearance

FLSA Status:
Exempt

Approved:

Salary Range: Based SCEA Bargaining Agreement

Classification History:
Job Description Developed: 1/06

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) 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.