

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

TECHNOLOGY SERVICES COORDINATOR

QUALIFICATIONS:

1. Bachelor's Degree from an accredited institution, with major in computer science or Associates' Degree from accredited institution with a minimum of five (5) years' work experience in field of study.
2. Minimum of five (5) years' experience managing Network design on LAN, WAN and Wireless networks.
3. Minimum of five (5) years' project management experience in Technology Information Systems.
4. Knowledge of current change management principles and best practices as applied to the fields of technology, information services and information systems.
5. Demonstrated staff development with respect to the transfer of knowledge, skills and abilities of the position.
6. Demonstrated communication skills in both oral and written form.
7. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
8. Other qualifications as deemed appropriate by the Board.

REPORTS TO: Chief Information Officer

SUPERVISES: Assigned Personnel

POSITION GOALS

To supply the District with its technological needs for student achievement, productivity enhancements, reporting requirements and decision support in a fiscally responsible manner.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of computer related equipment, networks, telephone systems and their operational functions and limitations acquired through appropriate educational and/or technical experience in the field. Knowledge of the principles of organization management. Knowledge of School Board policies, procedures and regulations related to departmental activities and personnel. Knowledge of state, federal and local laws as they pertain to affected areas of the department. Ability to organize and direct department programs. Ability to provide leadership and to establish and

maintain effective working relationships with subordinates, officials, schools, other departments and the public. Ability to communicate a highly technical and constantly changing subject in non-technical terminology to educational and support personnel. Ability to communicate and express facts and ideas clearly and concisely orally and in writing. Ability to accept responsibility and make competent decisions on matters affecting the entire department.

PERFORMANCE RESPONSIBILITIES:

1. Provides project management and leadership to staff and external resources assigned to support the established goals and objectives of the functional assignment area.
2. Researches, develops and implements policies and procedures for functional area(s) consistent with current standards for best practices.
3. Exercises leadership, initiative and independent judgment in determining priorities and standards, including the methods and processes by which established goals and objectives are accomplished.
4. Performs personnel management duties, i.e., recommending hiring, discipline and promotion; authorization and approval of leave/overtime; performance evaluations.
5. Maintains current knowledge of industry and regulatory trends and developments applicable to the assigned technical function for application to responsibilities under charge.
6. Maintains administration accountability for budget planning and administration, including equipment requisitions and related purchasing functions relevant to area(s) under charge.
7. Follows adopted policies and procedures in accordance with School Board priorities.
8. Coordinate the planning & implementation and evaluation of technology support programs.
9. Analyze data and prepare reports on results from state and district.
10. Serve as a technical consultant to school personnel to assist in the identification of program needs and selection of appropriate software and equipment.
11. Participate in the acquisition of software and hardware that meets the definition of enterprise computer technology as defined in Florida Statutes.
12. Implements enterprise-wide software and hardware and manages the use across the organization.
13. Supports the technical use of enterprise-wide software and hardware as the first support contact for the organization.
14. Support the district-wide administration or state-mandated reporting requirements.
15. Assist school personnel in initiating and implementing new programs.
16. Develop and administer cooperative agreements and contracts with other school districts, government and community agencies, and private schools.
17. Keep supervisor informed of potential problems or unusual events.
18. Serve on district, state or community councils or committees as assigned or appropriate.
19. Provide oversight and direction for cooperative planning with other agencies.
20. Work closely with district and school staffs to support school improvement initiatives and processes.
21. Provide leadership and direction for assigned areas of responsibility.
22. Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
23. Assist in implementing the district's goals and strategic commitment.

24. Exercise proactive leadership in promoting the vision and mission of the district.
25. Set high standards and expectations and promote professional growth for self and others.
26. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
27. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
28. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: Twelve months and 7 ½ hours per day. Salary to be based on the Board adopted Administrative Salary Schedule: Pay Grade 6.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.