

SENIOR TECHNOLOGY COORDINATOR



Department:	Technology
Reports To:	Director of Technology
Group/FLSA Status:	Program Specialist / Exempt
Revised:	3/26/2017

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Senior Technology Coordinator is responsible for managing the SWWC's administrative and educational technology planning, implementation, and utilization and directing all matters related to technology.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Advises and collaborates with the agency administration on overall direction of administrative and educational technology for SWWC and is accountable for the end results affecting the agency;
- Provides leadership, development, and implementation of all agency technology plans, objectives, and projects and leads the agency Technology Committee;
- Researches best practices and products to meet and support the technology needs of the agency;
- Oversees the evaluation, selection, and purchasing of all agency technology and telecommunications equipment and manages the technology asset replacement schedule;
- Directs, coordinates, supervises and/or performs all planning and processes needed to effect the comprehensive integration of appropriate technologies into every facet of operations with an emphasis on supporting financial and personnel efficiencies;
- Works collaboratively with external technology programs and services to ensure efficient use of resources such as technical support, software, hardware, network, and other technology applications;
- Works with the agency's curriculum team to provide and support effective strategies and best practices for technology integration into the classroom in the alternative schools;
- Serves in a limited, backup capacity as the backup for the Director of Technology when necessary;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of principles and practices of Technology Coordination;
- Comprehensive knowledge of technology hardware and software, network operating systems and management tools and equipment, including telecommunications;
- Comprehensive knowledge of management fundamentals and principles;
- Ability to demonstrate competency in human relations skills;
- Ability to demonstrate confidentiality and function under very stressful situations;
- Ability to handle all assignments and problems except those requiring policy or procedural change;
- Ability to interpret and apply guidelines, policies, and procedures consistently;
- Ability to manage multiple, simultaneous projects and delegate tasks effectively and efficiently;
- Ability to research, analyze, plan, execute, and evaluate new programs and services;
- Ability to do creative thinking in meeting needs of the agency;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to communicate positively about the agency at all times;
- Ability to work cooperatively and collaboratively with both internal and external customers;
- Ability to write reports and correspondence;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Bachelor's Degree and considerable experience in a job-related field OR equivalent combination of education, training, and experience in a job-related field that enables performance of all aspects of this position.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid Driver's License.
- Consortium of School Networking (CoSN) Certified Education Technology Leader (CETL) Certification preferred. CETL certification is required within the first year of employment.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of Director of Technology;
- Provides oversight to Technology Support Assistant.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required;
- Work may require long hours including early morning, evening, and weekend activities;
- This is medium work requiring moderate physical effort working regularly with light weight materials and occasionally with heavy weight materials (over 60 pounds) and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

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. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the SWWC and employee and is subject to change by the SWWC as the needs and requirements of the position change.