

Hillcrest School District

Job Description for District IT Coordinator

DEPARTMENT: Technology

POSITIONS SUPERVISED: N/A

GRADE/LEVEL: N/A

WORK SCHEDULE: Per contracted days

JOB STATUS: Full Time

REPORTS TO: Superintendent

AMOUNT OF TRAVEL: Per essential duties

POSITION SUMMARY

The Director of Technology is responsible for overseeing the entire technology (educational technology and administrative technology) infrastructure and education integration for all sites under Hillcrest School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- To oversee district computer systems, network infrastructure, software, and peripherals;
- To oversee district web site, and ensure that all state required information is up-to-date and in accordance to the Freedom of Information Act;
- To oversee district video security network and data security and proper archival;
- To be a liaison between 3rd party technology vendors and the district;
- To oversee district email/communications server;
- To review and research all hardware and software needs for the district;
- To maintain district internet filtering and compliance with CIPA (Children's Internet Protection Act)
- To be responsible for all ERATE filing, bidding, audits and procurement for the District through USAC.
- To be responsible for maintaining the district Continuity of Operations plan;
- To oversee hardware and software inventory for all sites;
- To be the Administrative contact person for the Department of Information Systems and ADE;
- To oversee all cellular, local phone service, long distance phone service with current vendor;
- To oversee all internet connectivity with DIS/ADE and current vendor;
- To help design the Appropriate Use Policy for all students, faculty, and staff in regards to policy guidelines and reprimands from infractions;
- To be the District education technology representative for Northeast Educational Cooperative;
- To research innovations in educational technology to ensure that Hillcrest School District is maintaining a competitive edge in global economy in regards to providing opportunities for all students, faculty, and staff;
- To work with district administration on educational technology issues and plans in regards to meeting state and national standards;
- To oversee training and supporting of all users of educational technology at the district;
- To report directly to Superintendent on all technology issues;
- To perform additional duties and responsibilities as assigned by the Superintendent.