

## Washington West Supervisory Union Job Description

**JOB TITLE:** Technology Coordinator

**FLSA STATUS:** Exempt

**UPDATED:** FY 2017

**POSITION OBJECTIVES:** The Technology Coordinator provides essential microcomputer and technical support to all school equipment. In addition, the role requires strong interpersonal skills and the ability to relate as a team member to IT Staff, teachers, and administrators.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Support school staff in all operations of school technology through system overseen by WWSU Systems Administrator and building Principals
- Maintain computer imaging processes and procedures and perform annual computer imaging and as needed for maintenance
- Maintain software licensing
- Maintain documentation on all systems
- Computer installation, moves, changes, adds
- Provide technical support on PC and Mac computer equipment and computer software, servers, networking equipment, and peripherals, coordinate warrantee service or other external service as needed
- Provide network and telephone support and/or coordinate with vendor services
- Engage in ongoing professional development in technology
- Participate in WWSU Technology committee
- Monthly meetings with building principals; quarterly full team meetings
- Provide monthly reporting on time allocation and project status

**SUPERVISION RECEIVED:** Reports to, receives direction from and evaluated by the Superintendent, WWSU Systems Administrator, or School Principals.

**SUPERVISORY RESPONSIBILITIES:** No supervision responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Minimum of an Associate's Degree in electronics, technology, or related field preferred
- Experience in information technology (IT) infrastructure system maintenance
- Skills in computer equipment maintenance and repair, particularly in Macintosh technology and PC, and in any other supported hardware
- Skills in website design and maintenance, and classroom support
- Excellent communication and customer service skills
- Ability to lift and carry 50 pounds safely
- Physically able to frequently kneel, squat, bend, climb ladders, twist, and work overhead on a regular basis and to constantly lift, bend, stretch and stand

The employee should reference the codes below when reading the following two tables.

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not applicable	NA	activity is not present in the position

**PHYSICAL EFFORT AND STRESS:** Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following:

	Frequency Code	Essential	Not Essential
SITTING	F	X	
STANDING	F	X	
WALKING	F	X	
SEEING	F	X	
HEARING	F	X	
TALKING	F	X	
DEXTERITY (hands/fingers)	F	X	
USE OF COMPUTERS AND EQUIPMENT	C	X	
LIFTING			
up to 10 lbs.	F	X	
10-25 lbs.	O	X	
25-50 lbs.	O	X	
50-100 lbs.	S		X
100+ lbs.	S		X
CARRYING			
up to 10 lbs.	F	X	
10-25 lbs.	F	X	
25-50 lbs.	O		X
50-100 lbs.	O		X
100+ lbs.	O		X
BENDING/STOOPING	F	X	
PUSHING/PULLING	F	X	
TWISTING	F	X	
CLIMBING	O	X	
BALANCING	F	X	
CROUCHING	F	X	
KNEELING	F	X	
CRAWLING	F	X	
REACHING (i.e., overhead)	F	X	
HANDLING	F	X	
DRIVING	O	X	
REPETITIVE MOVEMENTS (hands, feet)	F	X	
MANAGING STRESS	C	X	
RESOLVING CONFLICTS	O	X	

**WORKING CONDITIONS/ENVIRONMENTAL FACTORS:** All conditions common to a construction site for residential housing including, but not limited to, the following:

	<b>Frequency Code</b>
EXPOSURE (dust, dirt)	C
EXPOSURE (extreme heat – non-weather, flames)	S
EXPOSURE (extreme cold – non-weather)	S
EXPOSURE (fumes, odors)	S
EXPOSURE (viruses, infectious diseases)	S
EXPOSURE (water)	S
EXPOSURE (hazardous equipment)	S
EXPOSURE (chemicals, hazardous materials)	S
UNEVEN TERRAIN	S
OUTDOOR WEATHER CONDITIONS	S
VIBRATION/NOISE	F
HEIGHTS	O

This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Job assignments can and do change regularly. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.