CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Technology Coordinator

Department: Technology

Date: August 2022

Reports to: Chief Technology Officer

Administrator Grade: 502

Purpose of Job

The purpose of this job is to develop, implement, and maintain a technology plan that will enable the District to implement a technology to support students, develop and implement classroom technology to improve student achievement, and manage technology resources for the school system through the entire life cycle from research and development to disposal.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Leads project management as it relates to technology needs (hardware/software/telephone systems) for all District buildings.
- Assigns, coordinates, and manages work performed by outside contractors.
- Administrates the Technology Department budget.
- Handles purchasing for all district technology needs.
- Serves as Technology liaison with architects for new construction and remodels.
- Evaluates new equipment and technologies.
- Develops Request for Proposals for new technology purchases while following all Federal and State guidelines.
- Establishes technology planning and implementation strategies for the District.
- Coordinates the development of the District's five year replacement cycle according to the technology plan. (Submitted to State of Tennessee and satisfies Federal Erate requirements).
- Evaluates and review the District's needs at all instructional levels concerning technology.
- Provides direction of technology for classroom and building needs.
- Develops appropriate technology (hardware/software) purchasing strategies related to current and future curriculum technology needs of the system.
- Provides leadership in the identification, selection, and implementation of technology integration at all District levels.
- Coordinates with Repair to determine when equipment becomes non-economically repairable.
- Coordinates and manages online auction to maximize return of investments in technology assets.
- Reviews District's goals, objectives, and strategies concerning current and future funding sources relating to technology budgets, to appropriately meet the needs of the replacement cycle.

- Coordinates telephone system/equipment redesigns, repairs, installations, and telephone programming to ensure that service and equipment providers are meeting the needs and operational ability of the District.
- Serves as E-rate coordinator.
- Coordinates completion of the Technology in Education Survey System (TESS) for the Tennessee Department of Education.

Additional Job Functions

Perform other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Minimum Bachelor's Degree with three to five years work experience in technology-related fields and/or the field of education.
- Experience with large and small scale project management assignments.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job of Technology Coordinator. Has general knowledge of project management practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as telephones, computers, and peripherals, typewriters, copiers, adding machines, intercom systems, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for moderately active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to technology/office functions. Requires the ability to write reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in the absence of supervision; to acquire knowledge of topics related to the job of Technology Coordinator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear).

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

_____	_____
Employee's Signature	**Supervisor's Signature**
_____	_____
Date	**Date**