

CALAVERAS UNIFIED SCHOOL DISTRICT
3304-B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Technology Coordinator*
WORK YEAR: *260 days*

JOB DESCRIPTION:

Under the general supervision of the Superintendent or designee, the Technology Coordinator is responsible for planning, developing, and overseeing functions and activities of CUSD information systems that service all schools and departments.

REPRESENTATIVE DUTIES: *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)*

1. *Manages the development and implementation of strategic and overall operating plans for the district's technology services include operation of data centers, application systems development and maintenance, data communications planning and maintenance, end user technical support, hardware and software evaluation and installation, data base administration and consulting, planning and implementation assistance, and other technology related functions. (E)*
2. *Manages and assists in day-to-day operations of the district's technology department; makes recommendations regarding planning, staffing and system and project implementations for all aspects of district information technology services and programs. (E)*
3. *Directs the allocation of department resources, including the preparation of the department budget, to achieve goals and objectives; adjusts plans and programs to address new and emerging programs, policies, and expectations. (E)*
4. *Oversees management of information system-related contracts, including developing, monitoring and maintaining contracts for consultants and hardware/software vendors. (E)*
5. *Supports the Education Services department with evaluation, selection, and management of instructional technology-related contracts with hardware/software vendors. (E)*
6. *Performs and/or oversees district data requirements, including but not limited to state and federal reporting, student information systems, identity management, and cross platform integrations. (E)*
7. *Ensures reporting deadlines are met and provides audit back up documentation, as needed. (E)*
8. *Assists site and department staff with the extraction of data from district systems. (E)*
9. *Coordinates the development and implementation of any district Master Technology Plan, and participates with other managers to develop strategic plans; analyze new*

- mandates and regulations for department impact; change systems and procedures as necessary. (E)*
10. *Facilitates funding opportunities for current and innovative technology practices for the District. (E)*
 11. *Trains, and motivates department team members to provide excellent service to customers in schools and central offices in a prompt, courteous, respectful, efficient and helpful way. (E)*
 12. *Serves on the superintendent's leadership team and other advisory committees. (E)*
 13. *Performs other responsibilities as appropriate and as assigned based on ongoing organizational needs and strategic direction. (E)*
 14. *Performs other duties as assigned.*

MINIMUM QUALIFICATIONS:

Knowledge of:

- a. *Applicable laws, codes, regulations, policies and procedures;*
- b. *Planning, organization and direction of the information and instructional technology services of the district;*
- c. *Computer hardware systems, software applications, and languages utilized by the district;*
- d. *Cloud and on-premises infrastructure;*
- e. *Principles and practices of personnel management and supervision;*
- f. *Operation of a computer to enter data, maintain records and generate reports;*
- g. *Cyber security, data governance, and data privacy*
- h. *Budget preparation and control;*
- i. *Oral and written communication skills.*

Ability to:

- j. *Plan, organize, maintain, and administer the technology services of the district,*
- k. *Maintain current knowledge of technological advances in the field;*
- l. *Provide technical guidance and recommendations concerning existing computer programs and systems;*
- m. *Communicate, understand and follow both oral and written instructions effectively;*
- n. *Interpret, comprehend, apply and explain rules, regulations, policies and procedures and legislation;*
- o. *Analyze situations and legislation accurately and adopt an effective course of action;*
- p. *Work independently and effectively with little direction and many interruptions;*
- q. *Plan, prioritize and organize work to meet schedules and time lines;*
- r. *Prepare comprehensive narrative and statistical reports;*
- s. *Supervise and evaluate the performance of assigned staff;*
- t. *Actively participate in meeting District goals and outcomes;*
- u. *Lift equipment and move around in spaces where equipment is staged, such as network closets.*
- v. *Perform occasional after hours and weekend/holiday work, as needed.*

PHYSICAL

- **Standing/Walking:** Frequently;
- **Sitting:** Occasionally; at desk or computer while completing paperwork, keyboarding, etc.
- **Lift/Carry:** Frequently, 1-15 lbs.; books, supplies, materials; occasionally up to 16-50 lbs. audio-visual equipment including television, overhead projectors, etc.
- **Push/Pull:** Frequently, 10-35 lbs. force; moving equipment carts, sliding books on shelves.
- **Climbing:** Occasionally; using 1-2 step ladder to reach upper library shelves.
- **Bending/Twisting:** Frequently; at waist/knees/neck while retrieving/shelving materials and equipment on upper and lower shelves.
- **Kneeling/Crouching:** Occasionally; while handling materials on lower shelves.
- **Hands/Arms:** Constantly; in reaching/handling/grasping/fingering while issuing materials, reshelving, keyboarding, filing, etc. Overhead reaching required.
- **Sight:** Constantly; in reading, sorting, identifying library materials, etc.; visual requirements include visual acuity in near and mid range vision.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of library users both in person and over phone.

MENTAL

- Ability to communicate effectively orally and in writing, and work easily with staff and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in cataloging, issuing, and filing library materials.
- Must be able to work independently and follow through on all tasks.
- Must be able to plan and prioritize work to handle multiple tasks and requests.
- Must be able to use logic and organizational skills to prepare, assign, and maintain filing and cataloging systems in an accurate and orderly manner.
- Ability to work with students to minimize disruptive behaviors.
 - Must be able to read/write/speak English and possess basic mathematical skills.

Employment Standards

- *Two or more years of successful experience in computer systems management;*
 - *A degree and/or certification in computer or data related field or equivalent experience;*
 - *Commitment to customer service and high performance;*
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 - Private transportation.
 - *Valid California driver's license, with proof of auto insurance.*
 - CPR and First Aid Certifications
- 2.

SALARY: Placement on Management/Supervisor/Confidential Salary Schedule

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The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by individuals holding this position and additional duties may be assigned.

BOARD APPROVED: 12/14/2022