

**BARNSTEAD SCHOOL DISTRICT
Technology Coordinator**

TITLE: District Technology System Administrator/Support Specialist

QUALIFICATIONS:

- Minimum of an Associate degree from accredited institution. Bachelor's Degree in Computer Science preferred.
- Technical knowledge of personal computers, servers, software, networking.
- At least three to five years of experience working in the technology industry, preferably in an educational environment.
- Networking and computer troubleshooting skills required.
- System administration experience highly desirable.
- Experience in grant writing preferred but not necessary.

REPORTS TO: Superintendent and Principal

TERMS OF EMPLOYMENT: Full Time position. Salary and benefits established by the Barnstead School Board

EVALUATION: Annual performance evaluation by Superintendent and Principal

POSITION DUTIES AND RESPONSIBILITIES:

- 1. Develop, implement, and support a comprehensive District Technology Plan in conjunction with the Superintendent, Principal and District Technology Committee (including approval by the NH Office of Educational Technology as required).**
 - a. Work with the administrative team to develop the District-wide Information Technology budget and manage the budget once approved.
 - b. Coordinate and assist in the technology professional development and staff orientation needs with Curriculum Team, Professional Development Committee, and Building Administration.
 - c. Prepare bid documents and specifications for the purchase of hardware, software, and support services with approval of the Business Administrator.
 - d. Develop replacement, recycle and upgrade schedules for hardware and software to meet the needs of students, staff, curriculum, administration and community in accordance with the District Technology Plan.
 - e. Manage and oversee the provision of telecommunications contracts with vendors in conjunction with the Business Administrator.
 - f. Assists with writing grant proposals designed to secure additional funding for the School District in the area of technology.
- 2. Manage and direct the computer technology and telecommunication resources of the District.**
 - a. With assistance from external consultants as needed, the Technology Coordinator implements, supports, and maintains all servers, networking equipment, telecommunications equipment, computers, and peripherals, and also documents the configuration, inventory, and management of all technology resources.
 - b. Ensure that the District's computer systems and communications infrastructure is operational and meets each school and department's needs.
 - c. Provide networking support and administration to both BES and the SAU.
 - d. Communicate with building administrators and staff regarding technology related-issues.

- e. In conjunction with the Superintendent and building administration, develop and monitor compliance with technology-related policies and procedures in accordance with state and federal guidelines.
 - f. Supervise and support any building level shared/stipend positions in conjunction with the building level administration.
 - g. Remain current with latest changes in computer technology and implementation thereof.
- 3. Maintain and support all District level software and database functions including student information system (SIS) software, financial management software, nursing software, food service software, etc.**
- a. Coordinate the purchases of new equipment and software, recording warranties and software licensing.
 - b. Ensure backup procedures related to critical data are in place, followed and are functional.
 - c. Dispose of equipment using the best means of cost recovery / recycling; update inventory; ensure data security for disposed equipment.
- 4. Troubleshoot, maintain, and repair all technology-related equipment and software.**
- a. Utilize a formal help desk process, ensuring that a record of all activities and resolution is maintained.
 - b. Analyze help desk records to inform the budget process, technology operations, PD needs, and the District Technology Plan.
 - c. Develop and implement an annual maintenance/deployment cycle to ensure effective school and district technology operations.
- 5. Develop and maintain a district web site and coordinate the development of school web pages and applications.**
- a. Provide web services that meet the needs of the school community.
 - b. Provide training for content authors.

Approved: 01-24-17
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