

2.0. Human Resources

2.B. Position Descriptions

TECHNOLOGY COORDINATOR

Policy Reference: EL-1.2

Under the direction and supervision of the Director of Operations and Infrastructure, the Technology Coordinator will manage all areas of information technology to all schools and business units within the division. They are to assume the responsibility for data integrity and security of all information technology systems. The overarching goal is that technology is put into place to 1) serve the students as a learning experience, and 2) to serve staff as a business tool to enhance efficiency.

Provide 24/7 on call support for defined business critical systems.

RESPONSIBILITIES and DUTIES

1.0 Infrastructure - Design and Maintenance

- .01 Point to Point radios
- .02 Switching and routing network
- .03 Internet connectivity
- .04 Firewall(s)
- .05 Wi-Fi

2.0 Services - Maintain and update as required

- .01 Email
- .02 BusPlanner
- .03 Office 365 access and accounts
- .04 PowerSchool
- .05 PowerSchool Test Server
- .06 Federated Authentication
- .07 Automated Logic Controller
- .08 File Storage
- .09 iPad Mobile Device Management
- .10 Printing
- .11 Aiphone Intercom Configuration
- .12 Synrevoice / SchoolMessenger

3.0 Equipment – Maintain and manage refresh of

- .01 Printers
- .02 Projectors
- .03 Document Cameras
- .04 Photocopiers
- .05 Classroom Speakers

4.0 Devices – Maintain and manage refresh of

- .01 Staff Laptops
- .02 Secretary Desktops
- .03 Cart Laptops
- .04 Shared Laptops

- .05 High School Student Laptops
- .06 Division owned iPads
- .07 Division owned cell phones
- .08 Bus Garage laptops

5.0 Technology Support – Design and Maintain systems.

- .01 VMware Infrastructure
- .02 Veeam and offsite backups
- .03 Email Archive
- .04 Monitoring Systems
 - 5.04.1. The Dude
 - 5.04.2. Intermapper
 - 5.04.3. PRTG
- .05 FACT Website (password resets, absence alerts, inventory, etc)
- .06 SCCM
- .07 RADIUS
- .08 Helpdesk Ticket system

6.0 Division phone system

- .01 Design a new IP based phone system to replace existing aging systems.
- .02 Work in cooperation with the Director of Operations & Infrastructure to Execute the construction of the new system
- .03 Manage all changes and future upgrades.

7.0 Lakeshore website

- .01 Design a complete new website
- .02 Implement the change over to the new site
- .03 Manage all changes and future upgrades.