

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
TECHNOLOGY SYSTEMS COORDINATOR

DESCRIPTION OF POSITION

Under the direction of the Assistant Superintendent, this position manages, evaluates, and coordinates all aspects of the district's network operational infrastructure, server infrastructure, and technology equipment. May supervise assigned technology staff as directed.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to the following:

- Coordinate with the Assistant Superintendent the implementation of the District Technology Plan as it relates to technology priorities and goals, systems, systems analysis and operational services and support including the integration of technology, professional development, technical infrastructure, technology accountability, technology funding and resources
- Manage the district-wide server and client systems, backup, archiving, disaster recovery for the LAN/WAN environment, infrastructure software and hardware troubleshooting & support
- Perform complex troubleshooting, backup, archiving, and disaster recovery for the LAN/WAN environment
- Manage the district Wi-Fi system, Google EMail system, district messaging system, security camera system and user security training and testing
- Evaluate, recommend and implement the hardware and software for District use
- Plan, organize, install and maintain all district-wide technology including local and wide area networks
- Implement, maintain, and monitor district-wide network and server security
- Receive and review network equipment installation requests from users, ensure completeness and contact users regarding discrepancies
- Design, plan, integrate, test, implement, document and enhance the physical and logical components of a large complex system or network. This may involve the analysis and evaluation of systems software, hardware and communication strategies
- Manage the District's account at and response to alerts from USA North 811
- Analyze and report to the Assistant Superintendent and the effectiveness and efficiency of District operations through the use of technology
- Coordinate and develop standardization protocols and replacement timelines for technology software and hardware, technology acquisition, and technology implementation throughout the District
- Implement and maintain a scheduled preventive maintenance plan for all applicable software and hardware components
- Analyze, recommend purchase/lease of new systems equipment and software
- Coordinate, implement, maintain, and monitor district-wide infrastructure disaster recovery
- Create and maintain district-wide infrastructure documentation and software/hardware procedures
- Coordinate and maintain district-wide structured cabling system and assist in documentation of the cabling system
- Work with the Director of Educational Technology on the implementation and maintenance of content filtering technology
- Maintain a variety of manual and electronic files, documents and/or records (e.g. user names/logins, email groups, passwords, reports, help desk logs, databases, agreements, licenses, etc.) for the purpose of documenting activities providing written reference, complying with mandated requirements, and ensuring user access to assigned applications
- Manage timelines & priorities for tech projects and tech helpdesk tickets

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- Coordinate and train assigned technology staff
- Evaluate all applicable district-wide database and infrastructure implementations and policies
- Support management and use of Student Information Systems
- Assist with grant requests for technology funds and ensure compliance with the grant criteria
- Coordinate operations, and procedures related to District technology plans and needs for effectiveness, making modifications to increase operational efficiency
- Disseminate technology related information throughout the District
- Contact vendors for technical purposes
- Develop appropriate bid and quotation specifications
- In coordination with the Assistant Superintendent monitor, update and maintain a state of the art district website with the assistance of appointed personnel
- Monitor reporting system data entry for accuracy
- Attend and participate in meetings involving District technology plans and needs
- Work with e-rate consultant to ensure compliance; obtaining appropriate federal discount(s) and cost containment
- Meet schedules and timelines and perform related duties as assigned

KNOWLEDGE OF:

- Modern network architecture, network and server security, Storage-Area Network, and computer virtualization
- Modern information systems equipment including servers, switches routers and microcomputers, terminals, printers and other appropriate hardware and communications equipment
- Computer languages and programming fundamentals
- Principles and operations of local and wide area networks, data communication systems and related software
- Installation, maintenance and repair of information systems equipment
- Educational technology, and resources to support the district's instructional program
- Trends and programs in professional development
- Technology and computer software applications relative to instruction and administration
- Budgeting procedures and techniques
- Information systems trends and developments
- Design, implementation, and maintenance of local and wide area networks including WiFi networks
- Applicable sections of State Education Code and other applicable state publications, such as curriculum frameworks and State Board Adopted Content Standards
- State and Federal laws and regulations relating to telecommunications, teleprocessing, networks and E-Rate

ABILITY TO:

- Plan and implement the installation and use of integrated information technologies in an educational system
- Stimulate and motivate cooperative team efforts
- Integrate state of the art technology in everyday work and to demonstrate to diverse individuals and group's ways of maximizing the benefits of technology in education
- Meet timelines
- Initiate, schedule and carry out a complex and diverse work plan

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- Maintain current knowledge of technological advances in the field
- Establish and maintain effective working relationships with those contacted in the course of work
- Troubleshoot hardware and software problems
- Troubleshoot and maintain Cisco switches, and routers
- Express ideas and concepts clearly and concisely in both oral and written form
- Maintain records and complete reports, including web-based reporting
- Read, write and understand the English language
- Learn quickly, work independently, and carry out oral and written instructions
- Communicate and work effectively with the staff and the community
- Work effectively within the district and with vendors
- Work with others integrating technology into the instructional program
- Maintain confidentiality

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of the position are the essential physical requirements

ABILITY TO:

- See for purposes of working on the computer, observing support staff and reading materials, reports, budgets and other printed matter
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Sit, stand, and walk for extended periods of time
- Assemble and disassemble computer hardware
- Operate equipment, computer, copy machine and other office equipment with dexterity
- Reach in all directions
- Climb and stand on ladders
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Meet the travel requirements of this position including driving between school sites as needed
- Routinely move equipment and supplies weighing up to 30 pounds and to occasionally move equipment and supplies weighing up to 75 pounds

WORKING CONDITIONS:

- Office and school site work environment subject to extensive travel between and within school sites, sitting at a desk for long periods of time, bending, crouching, or kneeling at files or equipment, climb and stand on ladders, pushing/pulling of file drawers, and reaching in all directions

PROFESSIONAL QUALIFICATIONS:

- A degree from an accredited college or university, preferably with a major in computer science, management information systems, or a closely related field. Graduate degree(s) preferred
- Three years' experience planning, operating, and managing a technology information and network operational infrastructure and server infrastructure program including experience coordinating technical personnel and supporting technology in an educational setting
- Demonstrable expertise and formal training with network operations and maintenance and server maintenance

- Two years of school experience managing or working in a Student Information System preferred

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license
- Certified Network Engineer Certificate desirable
- Computer licensing or certification desirable such as but not limited to Microsoft Certifications, Cisco Certified Network Associate, A+, Security+, or other related Industry Standard Certifications
- Valid CPR/First Aid Certification desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.

Board Adopted: June 20, 2019