Job Locator: 1.4.21
Information Services Coordinator
Position Grade: Coordinator II
Evaluated by: Director of Information Services

Job Description:

The Information Services Coordinator is directly responsible to the Director of Information Services. He/she has primary responsibility for research and planning related to Data Networks, Software Support, Server planning, and Data Communications to support the District.

Responsibilities and Duties of this position:

1. Analyze computer hardware, software and networking requirements to prepare recommendations to meet district needs.
2. Supervise work flow for maintaining and repairing district hardware, software, and web applications.
3. Review Technology changes and offer alternatives to more effectively and efficiently support hardware and software, and other digital resources.
4. Assist in the design and documentation of system requirements and system specifications throughout the district.
5. Assist school and district personnel in the selection, organization, and use of appropriate technological software, hardware, and related resources.
6. Supervise and assist in the development and implementation of the district and school technology plans, comprehensive planning and budgeting, and the development of procedures for technology specialists and advisors.
7. Generate and maintain documentation necessary to the successful execution of the job; i.e. software inventory, hardware inventory, IS procedures, Project plans, Disaster plans, Change Management, Feasibility Studies.
8. Provide Professional Development for assigned staff as needed.
9. Perform such other tasks and assume such other responsibilities as the immediate supervisor may assign.

Required Qualifications:

1. Bachelors Degree and/or industry certification.
2. Experience working with technology in an educational setting.
3. Working knowledge of industry standards, i.e. networking, hardware, software, web applications.
4. Experience with Process Flow, Change Management, and Project Management Processes.
5. Experience in developing communication strategies utilizing current technologies and industry best practices.
6. Ability to communicate well and work well with people.

Desired Qualifications:

Familiarity with Research and Development processes including the creation of feasibility studies.

Pending Board Approved: 05/06/2013