

SCHOOL DISTRICT #8 (KOOTENAY LAKE)

Job Description

Status: APPROVED
Date: February 2011
Revised:

Job Title

Technology Coordinator

Job Summary:

Reporting to the Director of Operations or designate, the Technology Coordinator shall be responsible for the overall technology and information services by promoting the effective use of technology towards the educational and corporate objectives of School District No. 8 (Kootenay Lake). The Technology Coordinator, in consultation with the district's Information Technology Steering Committee, will provide planning, implementation, management, and technical resources for all educational and administrative computer systems functions and all aspects of Information Technology support for information services throughout the school district.

Job Requirements:

1. University degree in Computer Science or related field; or the equivalent of a two-year post secondary education diploma in computer studies or related field and/or related experience working in the information technology field.
2. A minimum of five years experience in similar, diverse IT installations, providing both hands on and advisory technical expertise.
3. Possess valid BC Class 5 Driver's License.
4. A strong knowledge of networking including TCP/IP routing and equipment.
5. A thorough knowledge of Microsoft network and operating systems.
6. Demonstrated leadership experience in the field of technology through establishing and maintaining effective working relationships with a variety of district staff, senior management, trustees, members of other organizations and the public at large.
7. Organizing, leading and coordinating the functions involved in provision of information and technology support services, both for new and existing users of computer systems and related equipment.

Approved: February 2011
On behalf of CUPE Local 748

Technology Coordinator
On behalf of School District No. 8 (Kootenay Lake)

8. Direction, supervision, training and development of Information Technology staff.
9. Implementation, maintenance and review of Information Technology departmental practices, programs, and priorities.
10. Implementation and maintenance of programs and services to improve support, communications and training of Information Technology users.
11. Maintains a liaison with technology users and School-based technology contacts throughout the district.
12. Review the scheduling and status of projects and ensure that the project and department objectives are being met.
13. Recommend, initiate, and coordinate the use of educational and administrative computer systems, both hardware and software, from the initial design stage to the final implementation.
14. Assist in preparation of annual budgets for the implementation, operation, and upgrading of existing and new educational technological initiatives and administrative information systems and infrastructure services.
15. Evaluate and recommend support agreements and contracts for existing and new systems including hardware, software, and data communication networks.
16. Administer security measures on hardware, software, and network communications equipment.
17. Ensure that effective procedures and systems are in place for continuity of educational and administrative computer operations, including appropriate backups, off site storage, and disaster recovery.
18. Must have understanding and knowledge of safe work practices.
19. Perform other job related duties as may be assigned.

Job Conditions:

1. Work can be stressful as there are time pressures and constant interruptions.

Approved: February 2011
On behalf of CUPE Local 748

Technology Coordinator
On behalf of School District No. 8 (Kootenay Lake)