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**Manchester Local Schools – Technology Coordinator**

**Qualifications**

* Master’s Degree in Instructional Technology, Educational Administration, or related discipline.
* Teaching background preferred
* Experience in planning, directing, and coordinating technology programs preferred.

**Essential Functions**

* Lead the development and implementation of the district’s technology plan/vision
* Direct, specify, and procure the purchase of technology equipment and materials to ensure that needs of the district are being met in the most cost-effective manner; with emphasis on classroom implementation and student growth.
* Coordinate the Neonet’s District Technology Specialist and that employee’s daily assignments.

**Job Description**

* **Neonet:** Act as administrator between Neonet and MLS in the areas of DASL, Progress Book, Sps, EMIS, connectivity, networking, VOIP, manage web filtering, email, archiving and all other related technology services.
	+ Attend monthly Tech meetings
	+ Master scheduling in DASL for all buildings
	+ Assist with DASL reports throughout the year for staff
	+ Coordinate EMIS reports with EMIS Coordinator
	+ Execute report card runs
	+ Manage Parent Access accounts
	+ Training and assisting staff with all of the above
* **Instructional technology / training:** Continuing training and research into proven, leading trends in educational technology and integrated systems. Work with Director of Curriculum, staff and building leaders on best practices.
	+ Implement training and staff development in the use of technology for classroom use
	+ Work with the MHS principal and District Media Specialist to coordinate and facilitate the equipment and programming of the new Manchester High School MILL (Manchester Innovation Learning Lab)
	+ Mentor teachers in current and upcoming educational technology trends
	+ Assist curriculum director and building administrators in the design and delivery of activities related to the integration of technology across the curriculum to improve teaching and learning.
	+ Create tutorials and instruction sheets for staff members as necessary
* **User Accounts:** Create and manage staff accounts for new employees i.e., Active Directory, DASL, Progress Book, email, Google, VOIP if necessary, security, others. Deploy and manage MFA
* **Planning:** Providing recommendations for investments in technology to better serve the administration, faculty, students, and parents. Contribute to One Needs of district in related areas.
* **Inventory:** Manage technology inventory (One2One), make purchases; install new computer and software systems; be fiscally responsible with technology budgets. Coordinate recycling pickups.
* **Network:** Ensure the network and all switches, POE ports, access points, battery backups, etc. are functioning properly and safely. Work with Neonet to minimize downtime.
* **Printing:** Supervise district printing and cost management. Manage ink / toner inventory, all printers, staff and student printing; help manage the district print agreement with vendor; negotiate future agreements.
* **Troubleshoot:** Fix computer and hardware problems, maintain projectors, interactive panels/displays, wireless networks and all network equipment; manage maintenance and repairs.
* **Curriculum:** Manage and assist staff with educational software and online curriculum.
	+ Google Classrooms, Google Admin, MDM’s, Google Apps for Education and 3rd party platforms, Smart technologies, Adobe, Microsoft, Apple, CC+, online testing, other student data systems, etc. The approval and management of apps and services with an emphasis on student data privacy.
* **Chromebook management:** Oversee district fleet of Chromebooks, manage one to one program including purchasing cycle. Coordinate and management Chromebook check-in and check-out procedures.
* **Policies:** Work with administration team on developing technology policies for staff and students (AUG), including Chromebooks, cell phones, staff and student social media.
* **ERate:** Coordinate application processes with eRate, and other funding opportunities.
* **Website/Social Media:** Webmaster for the district [www.panthercountry.org](http://www.panthercountry.org) (Finalsite), manage hosting and domain needs.
* **Notification system:** Manage the K-12 emergency notification system, One Call Now
* **CRDC:** Compile and submit Civil Rights Data when required
* **Security:** Work with administration team district safety and security measures and equipment. Manage access control system, manage fire alarms with 21st Century and phone lines connected to fire alarms, 911 and e911, assist with building cameras, assist with building PA systems.
* **Phones:** Assist with analog/digital phone accounts (First Comm/Spectrum/NEOnet) systems and contracts.
* **Manage Tech Ticket System**

Posting expires on 4/26/23

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