

Ministry Profile

Position: Technology Coordinator

Reports to: Lead Technology Coordinator/School Site Principal

Administrative Skills

- A. Inventory and manage resources effectively.
- B. Maintain and update documentation.
- C. Develop and manage technology in accordance with the GRACE Schools Technology Plan.
- D. Attend GRACE Technology Coordinator meetings.
- E. Maintain confidentiality relative to employee, student, and parent information and procedures according to legal and system guidelines for the purpose of following all applicable federal, state and local laws.

Performance/Scheduling

- A. Problem solve, troubleshoot and resolve incidents to implement efficient management and support of school server(s), workstations, projectors and technology utilized within the education environment.
- B. Maintain, schedule and implement OS upgrades and patches.
- C. Provide updated, timely communications related to disruptions or planned upgrades.

Instructional Support

- A. Have a vision and communicate effective practices for integrating technology into the classroom.
- B. Maintain user administration for students and staff (user maintenance).
- C. Maintain/Support email administration for staff in coordination with GRACE administration.
- D. Maintain/Support student information system (PowerSchool/PowerLunch) for school setup, courses, students and teachers.
- E. Maintain/Support NWEA testing with creation of student files, schedule testing sessions, prepare testing environment, proctor test sessions (if needed) & support NWEA reporting process for school & data retreats.
- F. Provide user administration for any school supported applications (cloud based or locally installed).
- G. Provide assistance with PowerSchool/PowerTeacher for reporting and end-of-term activities.
- H. Provide support to write, implement and evaluate GRACE technology plan.

Communication Skills

- A. Possess above-average communication skills.
- B. Be able to communicate complex technology to applicable audience.
- C. Promote the effective use of technology.

Training

- A. Plan and coordinate training sessions for educators and administration.
- B. Provide technology coaching assistance to faculty on a regular basis.

Required Competencies

- A. A 2 or 4 year degree in Computer Science or related area.
- B. Demonstrated knowledge of Windows. Experience with VMWare are a plus.
- C. Experience and management with district-owned mobile devices and BYOD.
- D. Ability to monitor, diagnose, troubleshoot and repair software/hardware issues and complete the necessary follow-up steps in an educational environment.
- E. Create software images and distribution.
- F. Maintain and manage server backups.
- G. As needed, work in partnership with the parish.
- H. Ability to prioritize tasks and meet deadlines.
- I. Ability to communicate effectively, both verbally and in writing.
- J. Responsibilities regularly require travel to various school sites.
- K. Responsibilities periodically require work to be done outside of traditional work hours.
- L. Experience in a school setting is a bonus.
- M. Spanish language skills preferred.