

St. Joseph Parish Technology Coordinator

GOALS: The Technology Coordinator fulfills the mission of the Catholic school by guiding, coordinating, and implementing the overall technology program of the school. The Technology Coordinator has decision-making responsibilities within essential job functions, in keeping with school policies and in consultation with the principal. The position is hired and evaluated by the principal.

QUALIFICATIONS:

- Bachelor's degree in computer Science, Business, or related field
- Experiences in technology-related position
- Must be able to pass a background check and be able to complete VIRTUS training.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Able to multi-task, be organized, efficient and a problem solver.
- Must possess strong written and verbal communication skills.
- Able to adapt to changing schedules and priorities.
- Demonstrate professional behavior especially regarding confidentiality.
- Knowledge in websites, social media, Google and Microsoft office.
- Knowledge of the basic teachings of the Catholic Church
- Knowledge of computer education and technologies
- Able to teach faculty, staff, and students in an educational setting
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously and responding to emergencies
- Skill in motivating others for new learning
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

DUTIES:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Maintains confidentiality regarding school matters
- Supports the development of a Technology Plan with input from school personnel and technology advisors
- Facilitates the implementation of the technology Plan
- Coordinates the maintenance, operation, management, and configurations of school computers
- Performs all functions and procedures necessary to install and maintain school network hardware and software
- Establishes and maintains network security
- Supports outside contractor in their work
- Develops and maintains network procedures to ensure regular system backups
- Maintains inventory of hardware, peripherals, and software
- Maintains hardware and repair history
- Troubleshoots software and maintains software library and documentation

- Plans for the purchase of software and hardware
- Ensures software in the school is properly licensed
- Organizes trouble ticket system for faculty and staff and responds in a timely fashion
- Maintains current and accurate records according to school policy
- Provides faculty and staff support and training for hardware, software, and network
- Communicates effectively within the school community
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff
- Collaborates with peers to enhance the work environment and support instructional technology
- Advises the principal on technology issues and needs within the school and supports technology budget planning
- Assists the school's program for ensuring acceptable use
- Maintains, proposes, and implements enhancements to the school website
- Complies with laws and regulations regarding the use of technology and copyrights
- Assists with the evaluation of the faculty regarding technology proficiency
- Directs and supervises outside contracts for repair or installation of new systems
- Prepares for and conducts end of year technology close out procedures, summer maintenance, and start of school preparation
- Assists with the planning, designing, and implementing of technology needs
- Other Duties as directed by the Pastor and/or Principal

WORKING CONDITIONS:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum of a full school day
- Required to work in standard classroom, office and school conditions
- Required to lift or carry furniture, equipment, and supplies to a minimum of 35 pounds
- Required to maintain patience and composure, as well as avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading