INTERNET TECHNOLOGY COORDINATOR

Position Title: Professional-Technical Level 5   Location: District Office

Reports to: Director of Learning and Information Technology Services

Employee Group: Professional-Technical   FLSA Status: Exempt (Professional)

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Position's primary responsibility is serving as support for district website and key web-based tools and systems by providing administration of enterprise data systems, integrations, and processes which include: integration and use of various intranet and internet applications and executing related procedures, designing interfaces with third party applications, defining data protocols and best practices, and providing documentation and training.

Part II: Supervision and Controls over the Work

The Internet Technology Coordinator is expected to be an expert in his/her assigned responsibilities and to work with minimal direction and supervision other than priorities and major changes. Serves with minimal supervision and within the goals, objectives, and expectations set by the administrator. Exercises discretion and independent decision making in their work while keeping the administrator informed of systems status and significant problems and issues. Work is guided by operational priorities, current web design industry standards, system security best practices, board policy, coordination with other stakeholder departments, and district administrator direction. Work is evaluated based on overall performance, reliability, effectiveness for customers, and program and technical efficiency.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Provides technical and analytical expertise to technical and non-technical users (including central office administrators and program staff) for the purpose of accessing systems, managing web content, recommending solutions incorporating the use of system software and conducting special projects as requested. Establishes and maintains relationships with internal staff, third-party vendors, and outside consultants to ensure ongoing support and shared problem solving for operational and implementation processes.

2. Manages and develops enterprise systems including product updates, metadata modeling, schema management, complex reporting and analytics development for district operations and strategic planning.

June 2020

3. Manages and develops for assigned web platforms integrations, product updates, complex reporting and analytics development for compliance, district operations, and strategic planning. Provides technical documentation and written materials to support business continuity, internal use and end-users. Plans for and provides training and support for managed systems and processes.

4. Establishes and/or assures system security for the protection of district and student information under district policy, FERPA, copyright, and other laws and statutes.

5. Takes on specific projects to meet the data, business applications, and web communication needs of the district. Provides leadership to the development, management, and support of district internet/intranet applications. Assesses off-the-shelf applications to meet, with or without modification, district needs.

6. Assists and advises staff members on application utilization and design. Participates in planning and problem-solving meetings and discussion offering input on system support in planning and problem solving. Works collaboratively with other technology staff to insure a smooth overall workflow process to insure excellent customer service.

7. Writes well-designed, testable, efficient code by using best software development practices. Supports design of website layout/user interface using industry standard practices. Integrates data from various back-end services and databases.

8. Creates application documentation to manage the application and its integration into the district system and to provide documentation to train and support users.

9. Develops, maintains, and communicates technical standards, best practices, policies and procedures for system management and administration. Manages cross platform data system integrations on premises and within the cloud for transferring data between systems. Maintains substantive knowledge of system design to include data elements and relationships; data dictionary, data input, importing, and reporting; data validation and quality control procedures; and interrelationship with other district systems.

10. Provides technical recommendations for infrastructure system upgrades or changes to the Learning and Information Technology Services leadership that will enhance and application usage. Conducts advanced troubleshooting of web based applications or performance issues, working with technology and network services staff as appropriate.

11. Works with various departments, building administrators, teachers and staff to analyze needs and obtain requisite information in order to identify program specifications and requirements, design and test prototypes, implement applications, and/or create application documentation.

12. Conducts advanced troubleshooting of web based applications or performance issues, working with technology and network services staff as appropriate.

13. Collaborates with district communications staff supporting technical execution of the design and presentation of web applications, assure all public facing web applications meet district brand standards, and material that is directed to various community and public customers.

14. Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, understand how presentation of material on the web can impact the message received, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

2. Bachelors degree or equivalent in technology, computer programming, website development, or related fields OR an associate's degree and five years of experience in technology-related field that demonstrated strong analytical skills and in-depth knowledge of information technology services. Additional experience may be substituted for education on a year for year basis.

3. Ability to work and learn both independently and cooperatively, exercise judgment and creativity, organize work, set priorities, and meet deadlines.

4. Strong oral, written, and interpersonal communication skills, to include skill in developing and presenting training materials and information.

5. Knowledge and skill in the effective use and application of web-based technology and data base systems as well as office and administrative systems and tools.

6. Specific experience supporting, maintaining, administer configuring web-based content management systems and web-based resources.

7. Knowledge and understanding of application server platforms.

8. Knowledge and experience working with standard languages and libraries.

9. Specific experience managing data extracts and imports between database platforms.

10. Experience developing or integrating business intelligence tools.

11. Strong mathematical, analytical, and project management skills.

Part V: Desired Qualifications

1. Experience in a public school setting.

2. Experience with district specific technology systems.

Part VI: Physical and Environmental Requirements

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak.

Employee is required to perform extensive work at a computer display terminal for extended periods of time. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.