

Bottineau Public School District

Information Technology Coordinator Job Description

Qualifications:

1. Bachelor's degree with emphasis in computer systems, information technology, and/or information management.
2. Three years of experience in information technology (IT) (preferred).
3. Ability to read and comprehend technical documentation and information.
4. Ability to work and communicate with a variety of people.
5. Ability to use computers and other forms of technology.

Reports to:

The Superintendent of Bottineau Public Schools

Supervisory Responsibilities:

NA

Performance Responsibilities:

1. Directs and oversees the functions and operations of the District's network.
2. Provides directions to the development and implementation of the District's web site.
3. Plans, organizes, and directs the implementation of all IT initiatives.
4. Prioritizes and troubleshoots daily issues and concerns for IT users and technology operations.
5. Provides advice, leadership and expertise to the Board in the long range planning and vision of the IT operations, including K-12 educational technology and integration.
6. Stays current in developments, trends, and changes in the area of telecommunications, educational technology, IT, and other area of technology.
7. Monitors the District's technology plan to keep the District current and on target with plans and objectives.
8. Advises and works with staff to assess plans for incorporating technology.
9. Reviews equipment needs, replacement schedules, and software needs and upgrades.
10. Assists the Superintendent in planning and preparing the technology budget.
11. Advises the District on technology priorities and expenditures annually and more frequent if necessary.
12. Determines bid specifications and oversees technology bidding processes.
13. Develops standards, policies, procedures and guidelines of use of District hardware and software.
14. Oversees and assures procedures are developed and implemented in the areas of data privacy, data security, disaster recovery, and backup procedures.
15. Collaborates and works with District personnel to develop and implement relevant technology in-service and training programs.
16. Evaluates all District procedures to assure conformity with all federal and state laws and regulations regarding technology issues.

17. Maintains a high level of ethical behavior and confidentiality.
18. Participates in required in-service training and workshops.
19. Provides a report during each monthly Board meeting.
20. Completes other duties as assigned by the Superintendent.

Evaluation:

Job performance is evaluated in accordance to district guidelines by the Superintendent of Bottineau Public Schools.