

# TECHNOLOGY COORDINATOR

A rich tradition of excellence in academics, athletics, and the arts is woven into the culture of the Pelican Rapids schools. Our real world environment is embraced and celebrated in the district and community.

Pelican Rapids Public School district is financially strong and stable with state-of-the-art facilities including an activities center and fine arts auditorium with world-class acoustics.

Our highly qualified employees are very supportive and caring towards students and staff. We are looking for a dedicated and compassionate professional to provide our students with high quality education while supporting their individual strengths and growth.

## **DEPARTMENT/SECTION**

District Office – Reports to Technology Director

## **CONTRACT LENGTH**

12 Month Contract (1.0 FTE)

## **QUALIFICATIONS**

1. Associate's or Bachelor's Degree in Computer Science, Computer Engineering or a related field
2. Excellent communication skills
3. Comfortable working in a collaborative environment
4. Strong customer service skills
5. Detail oriented and working knowledge of Microsoft, Google, and other educational technology platforms
6. A comparable amount of training and experience may be substituted for the minimum qualifications

## **JOB SUMMARY**

Responsibilities include: Technology Coordinator will assist to maintain, upgrade and manage our software, hardware and networks. Resourcefulness is a necessary skill in this role. Candidate should be able to diagnose and resolve problems quickly. Additionally, the candidate should also have the patience to communicate with a variety of interdisciplinary teams and users. The goal will be to ensure that our technology infrastructure runs smoothly, efficiently and other duties as assigned.

The tasks listed below are an overview; duties and responsibilities are subject to change based on needs.


1. Infrastructure
  - Leadership to oversee design, analysis, and performance of the district's LAN/WAN infrastructure and all associated hardware and software
  - Oversight and maintenance of servers, email, active directory, antivirus and backup functions, to include remote monitoring of systems
  - Install and configure software and hardware
  - Manage network servers and technology tools
  - Monitor performance and maintain systems according to requirements
  - Troubleshoot issues and outages
  - Ensure security through access controls, backups and firewalls
  - Upgrade systems with new releases and models
  - Develop expertise to train staff on new technologies
2. Support District Tech Needs
  - Assist Network & Systems Administrator
  - Set up accounts and workstations
  - Distribute ticket support of computers & printers, tier 1
  - Administer mobile device management suite for students, faculty, and staff.
  - Administer Google suite and Office 365 for students & staff
  - Review helpdesk tickets daily.
  - Attend scheduled technology meetings.
  - Order and maintain printer toner inventory.
  - Responsible for daily support of projectors & Promethean Boards.
  - Distribute computer images.
  - Ordering and maintaining computer software licenses.
  - Backup support for other positions as needed.

Position will remain open until filled. Please send cover letter, resume and 3 letters of recommendation to:


**Shari VerDorn**

**Human Resources & Payroll**

Pelican Rapids Public Schools

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