

SOMERS PUBLIC SCHOOLS  
JOB DESCRIPTION

**TITLE:** Coordinator of Technology Services

**REPORTS TO:** Director of Technology and Information Services

**OVERVIEW:** The Coordinator of Technology Services is a non-certified, 12-month position that serves the entire district. This position is responsible for assisting the Technology and Information Services Director with the day-to-day operations of the campus infrastructure, data collection, storage and manipulation, and hardware/software support.

The primary function of this position is data management and analysis. This position requires extensive knowledge of the district's student information system. This knowledge will be used to assist teachers and staff, adjust settings to obtain the optimal environment, and generate state reports.

Additionally, the Coordinator of Technology Services will assist in integrating technologies in the educational setting. The Coordinator of Technology Services may research, evaluate, document, and deploy appropriate technologies. The position must also work closely with teachers, staff, and administrators by providing training (in large groups or one-on-one) and obtaining feedback from those involved.

The Director of Technology and Information Services may also assign other duties.

This position requires an individual who is reliable, punctual, self-reliant, and motivated to learn different technologies.

**QUALIFICATIONS:**

- A. Experience with Apple Equipment and Software is a MUST
- B. Effective oral and written communication skills
- C. Experience generating and analyzing reports
- D. Instructional design experience
- E. Prior teaching and/or training experience
- F. General technology knowledge and eagerness to learn about new technologies

**DUTIES & RESPONSIBILITIES:**

- A. Manage student data for the district and provide reports to the state and district personnel
- B. PowerSchool Administrator
- C. Research and develop new ways to use technology in the classroom
- D. Provide professional development to employees. This is done in various group sizes, 1-on-1, and after school sessions

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- E. Administer the Chromebook environment and settings
- F. Administrator of the Google domain
- G. Other as assigned by the Director of Technology and Information Services

*The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.*

**SALARY:** As set by contract with the Board of Education

**LENGTH OF WORK YEAR:** Twelve months

**DATE:** January 26, 2021