

# Technology Coordinator

## Dakar Academy Job Description

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|---|--|---|
| <b>Division/Department:</b> Support Services  |  | <b>Location:</b> On Campus  |
| <b>Job title:</b> Technology Coordinator  |  | <b>Reports to:</b> Director<br><b>Supervises:</b> Computer Technician and student aides |
| <b>Level/Grade:</b><br>Not Applicable   | <b>Type of position:</b><br><input checked="" type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time<br><input type="checkbox"/> 10-month contract<br><input checked="" type="checkbox"/> 11-month contract | <b>Hours:</b><br>At least 40 hours/week<br>(sometimes outside of normal work hours)     |
| <b>General Description:</b>   |  |   |
| <b>Preferred Qualifications:</b> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Computer Science or Management Information Systems</li> <li>• Four (4) years of experience in system or network administration</li> <li>• Educational experience</li> <li>• Cisco network certification or equivalent</li> <li>• Linux/Unix system administration certification or experience and training in running and maintaining a Linux/Unix systems</li> </ul>  |  |   |
| <b>Major Responsibilities and Tasks:</b> <p><b>A. Oversee technology plan</b></p> <ol style="list-style-type: none"> <li>1. Lead in the implementation of technology plan</li> <li>2. Seek input from teachers and administration regarding use of technology</li> <li>3. Keep technology plan up to date with the help of the technology team</li> <li>4. Gauge whether the goals in the technology plan are being achieved and make necessary changes in operation to reach the goals</li> </ol> <p><b>B. Oversee operation and maintenance of all technology</b></p> <ol style="list-style-type: none"> <li>1. Oversee maintenance of computers and related equipment</li> <li>2. Act as network administrator</li> <li>3. Maintain school servers, including preventative maintenance and repairs</li> <li>4. Oversee support cue, verifying that computer technician is handling support requests in a timely; efficient manner; establish priorities; re-task the technician, if necessary</li> <li>5. Assist faculty and staff in dealing with minor technical issues</li> <li>6. Perform simple maintenance and trouble-shooting procedures on equipment for efficient use of maintenance funds</li> </ol> <p><b>C. Develop annual and long-range budget</b></p> <ol style="list-style-type: none"> <li>1. Follow Dakar Academy's budget and purchasing processes</li> <li>2. Develop technology budget for the next three years</li> <li>3. Track expenses to ensure technology department is operating within its budget</li> </ol> |  |   |

4. Work to secure grants and donations to fund technology projects

**D. Maintain hardware and software inventory**

1. Maintain an accurate inventory of all hardware and software that belongs to Dakar Academy
2. Verify school is abiding by software license agreements
3. Verify accuracy of inventory annually
4. Oversee cycling of hardware to ensure old hardware is replaced by new hardware based on the replacement cycle defined in technology plan

**E. Evaluate new hardware and software for purchasing**

1. Research available products that could potentially be used at Dakar Academy
2. Develop and follow procedures for evaluating and testing new products
3. Acquire and read books and periodicals that evaluate and review new software
4. Design and encourage pilot projects

**F. Support educational technology in classrooms**

1. Train staff in the use of new software and equipment
2. Maintain channels of communication to staff, parents, and students
3. Disseminate technology information as needed
4. Support integration of technology into curriculum
5. Work with teachers to develop learning activities involving use of technology to further attain educational goals
6. Inform teachers of new technologies or software which may assist in developing concepts of content specific materials
7. Be aware of technology trends and possible futures of the field of computers in education

**G. Other duties as assigned**

**Other Duties:**

- Chair the technology team
- Serve as a member of crisis planning committee

**Characteristics and Skills:**

- Communicates clearly
- Maintains high ethical standards
- Maintains confidentiality
- Manages time and tasks efficiently
- Is a leader

**Special Skills and Knowledge:**

- Budgeting
- Repair and maintenance of computers
- Networking concepts
- Internet and email concepts, including security
- Voice over IP phone systems (SIP)
- Electrical
- Current software applications on the market
- Administrative

**Approved by:**

**Title:**

**Date posted:**

**Date hired:**