

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: COORDINATOR – INFORMATIONAL TECHNOLOGY INTEGRATION TECHNOLOGY SERVICES DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under occasional supervision, performs a variety of professional, technical and administrative work in the coordination, delivery and operation of comprehensive technical solutions for GCS. Employee oversees the design and installation of infrastructure cabling, integrated communications, performance audio-video, security, and other technology systems and services in the school system. Work involves coordination with school and district level staff to select, purchase and distribute equipment and required infrastructure. Responsibilities include establishing standards, developing and maintaining architectural and engineering specifications, coordinating with GCS Facilities department, architectural, engineering, construction, infrastructure and technology personnel. Employee assists with the development and implementation of a district-wide technology plan in accordance with state technical requirements. Reports to the appropriate supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Receives technology requests, works with schools and district level administrators and communications staff to integrate technology initiatives: determines scope of projects and technical requirements, conducts ongoing evaluations to determine the performance, ease of use and manageability of the technical solutions.

Coordinates, monitors and assesses services provided by outside contractors with direct responsibility for creating scope of work, specifications, and requisitions, and indirect responsibility for bidding and contracts in conjunction with the Technology Purchasing Specialist and GCS Purchasing department; provides feedback and advice; appraises performance.

Responsible for design of infrastructure cabling, integrated communications, security, and performance audio-video systems including data cabling, CATV cabling and systems, classroom and specialty audio-video systems, gym, auditorium and large area audio-video systems; writes appropriate bid specifications and assists with procurement options and logistics of state contracts.

## COORDINATOR – INFORMATIONAL TECHNOLOGY INTEGRATION

Assists with the development of district-wide and building level technology plans in accordance with state technical requirements as defined by the Information Resource Management Commission (IRMC); evaluates the plan and makes resulting recommendations regarding changes and improvements.

Assists with selection, purchase and implementation of new networking applications; researches new developments in technology, evaluates new hardware and software, tests interoperability, visits other innovative projects/systems, meets with vendors and consultants.

Represents the district technology program to the school community and the public; plans and coordinates special activities and presentations to promote technology; interacts with state government, higher education, equipment vendors, business, and industry professionals.

Communicates current and emerging trends of technology applications.

Assists with developing and administering the operation budget for technology integration projects of the district.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in computer related field supplemented by specialized computer courses and five years of experience in the area of technology, including some supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Coursework or certification with BICSI, CTS, NEC preferred.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment and tools including computers, scanners, computer software, computer hardware, etc. Must be able to exert up to 30 pounds of force occasionally and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Medium Work.

## COORDINATOR – INFORMATIONAL TECHNOLOGY INTEGRATION

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

**Language Ability:** Requires the ability to read a variety of correspondences, technical manuals, trade journals, etc. Requires the ability to prepare reports, forms, system documentation, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using computer equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of federal, state, and local policies and procedures regarding technology.

Considerable knowledge of the current literature, trends and developments in the field of technology.

Considerable knowledge of cabling techniques, electric, fire, and building codes and bid and purchasing requirements.

Considerable knowledge of telecommunication options, multiple vendor connection types and related system security.

Considerable knowledge of data, voice, CATV and audio-video applications and other telecommunication systems.

General knowledge of the principles of project management, organization and administration.

General knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to evaluate the effectiveness of programs and make recommendations for improvements.

Ability to develop long term goals and objectives.

Ability to evaluate the performance of infrastructure and systems and make recommendations for improvement.

Ability to organize and deliver staff development opportunities that support the use of technology in education.

Ability to exercise independent judgment in directing the work of contractors and subordinates and in making technical decisions.

Ability to develop and administer budgets.

## COORDINATOR – INFORMATIONAL TECHNOLOGY INTEGRATION

Ability to maintain complete and accurate records and to develop meaningful reports.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.