

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

TECHNOLOGY SYSTEMS COORDINATOR

QUALIFICATIONS:

1. Bachelor's Degree.
2. Training and experience in systems/server administration, database management and web application development.
3. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

DESIRED QUALIFICATIONS:

1. Experience in Information Technology in a K-12 setting.
2. Training in PowerSchool administration, relational database development, and web design.
3. Demonstrated capacity to be self-directed and organized.
4. Demonstrates excellent interpersonal skills with the ability to work collaboratively, fosters teamwork and professionalism, demonstrates professional presence, and maintains effective working relationships with a diverse staff and clientele.

REPORTS TO: Director of Information Technology

JOB GOAL: The Systems Coordinator is principally responsible for managing the District's Information Technology systems with a particular emphasis on data management and reporting. This position is part of the Information Technology Team.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates the district's systems including but not limited to Student Information System (SIS), Mobile Device Management (MDM), Point of Sale (POS) and e-mail.
2. Performs installation and maintenance on physical and virtual/cloud server systems.
3. Performs backup, file recovery, and account maintenance for all systems.
4. Gathers data from various sources and compile into a useable format to present results as requested by District administration.
5. Ensures student data is accurately and consistently maintained and troubleshoot inconsistencies.
6. Trains other SIS users to maximize efficiency and maintain quality student data.
7. Ensures state reports are submitted as required notifying the appropriate staff of timelines and needs.
8. Designs, develops, implements and maintains custom web and database applications for internal and external use.
9. Provides appropriate training and assistance to other district staff who support and manage web content.

10. Contributes to IT support operations via phone, email, and in person.
11. Performs other related duties as assigned.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability and integrity.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.

TERMS OF EMPLOYMENT: As specified by contract.

EVALUATION: Performance of this job will be evaluated in accordance with this document and assessment of goals.

History:

Approved: 09/06/17

Approved: April 13, 2022