Position: Technology Coordinator
Date: July 2023
Department: Administrative
Supervisor: President

Purpose of the Position: The purpose of the Technology Coordinator is to assess and support the school's technology needs. This position facilitates the technology operations of the school and provides leadership in creating a culture of collaboration among the faculty and staff, while working with the school technology committee to create a future vision for how technology will be used to support not only school operations but classroom learning as well.

More specifically the Technology Coordinator will provide support in the following areas:

- Work collaboratively with the Director of Technology Catholic Schools and President to manage resources through the department budget
- Assist in the planning and implementation of additions, deletions and major modifications to Bishop Stang technology systems.
- Collaborate with Diocesan Director of Technology to complete computer imaging and ongoing hardware/software installation
- Maintain network/Google email user accounts for administration, faculty/staff and students
- Oversee Google email support and training, and account maintenance;
- Manage school "Ticket- request" system to facilitate technology needs within the school; research and troubleshoot technical issues and problems.
- Monitor school network and wireless internet and email to coordinate maintenance and repair with Diocesan Technology Coordinator
- Oversee hardware and software purchases, installation, maintenance, and upgrades,including the distribution of technology (i.e. iPad laptops and desktops) to faculty, staff and students;
- Develop an annual operating budget for technology department upgrades, replacements, and expansions.
- Ensure the readiness of laptops and other portable devices for teacher, staff and student use;
- Oversee audio visual equipment setup in the sound room and stage for assemblies, evening activities and athletic events as needed;
- To assist the Technology Integration person with training and support for the following programs: Google Suite, and RenWeb/FACTs management system
- Ensure desktops in the Art room are available for Sports Impact Concussion Management testing, and other testing requirements;
- Issue and maintain an updated list of automated keys (FOBS) and entrances.
- Collaborate with VP for Students Life and Director of Facilities regarding surveillance equipment and updates.
- Assist the annual Auction providing tech support and devices, i.e. iPads, mouse, etc.
- Work with Erate consultant about Erate funding and submitting forms/manage tech contracts.
- Review, revise, and submit annual technology contracts, i.e. printing, copiers, etc.
- Ensure staff is provided appropriate training opportunities and technical support.

- Attend Diocesan technology meetings as scheduled
- Participate on the school technology committee.
- Ensure desktops in the Art room are available for Sports Impact Concussion Management testing, and other testing requirements;
- Assist with Auction providing tech support and devices, i.e. iPads, mouse, etc.
- Work with Erate consultant about Erate funding and submitting forms/manage tech contracts.
- Review, revise, and submit annual technology contracts, i.e. printing, copiers, etc.
- Assist the Admin staff with Admin troubleshooting and programs.
- Attend all staff meetings as required
- Complete other duties as assigned by the Administration.

Qualifications:
- Bachelor's Degree Required - Experience in technology, systems administration needed
- Previous Work in School setting preferred
- Knowledge and experience using and supporting office suite applications.
- Knowledge and experience implementing hardware, software, and network security best practices, including teaching and training users.
- Knowledge and experience with mail, web, and database servers as well as firewalls.
- Dedication to appropriate uses of computer technology, including the ability to use and adapt older equipment and software.
- Able to work 40+ hours per week or whatever is required for that time of year – including weekend and evening work.
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