

**Aviston Elementary School District #21
District Technology Coordinator
Employment Information**

Type of Employment: Full-time permanent (12 months), starting January 4, 2021

Position Category: Non-certified, IMRF position

Reports to: District Superintendent

Grade Level(s): Pre-K – 8th Elementary Building

Qualifications: Associate's Degree or Equivalent (Bachelor's Preferred) in Computer Information Technology or Information Systems

Experience in Information Systems and Technology, preferably in a school setting

Google Administrator Training

Salary/Benefits: \$43,000 annually minimum, dependent on experience
Health Insurance: Single Paid
12 Vacation Days, 3 Personal Days
11 Paid Holidays

Duties:

- Operate Helpdesk
 - Provide onsite response to classrooms
 - Manage lockout and user access
 - Communicate with outside resources for assistance as needed
 - Maintain calendars for tech use
- Maintain Technology Hardware
 - Develop and maintain inventory system
- Maintain technology devices in classrooms and labs in orderly manner
 - Troubleshoot and perform minor repairs
 - Purchase supplies
 - Direct and/or assist in installation and preparation of new equipment
 - Maintain check in-checkout and end of day procedures
- Support and assist superintendent in long range technology planning
 - Obtain competitive quotes/bids
- Participate in professional development to support district goals
- Manage network and access to software/apps
 - Secure username/password operations for staff and students
 - Virtual network/virtual machine environment
 - Aruba Wi-Fi network
 - Printing/photocopy connections
 - Content filtering and firewall with assistance from vendors
 - Manage district email accounts

- Develop and maintain all single sign-on student logins for software
- Support teaching staff
 - Provide professional development for staff on any software, hardware, or other technology initiatives
 - Develop positive collegial relationships with staff to support technology initiatives
 - As Google Administrator, train staff in appropriate use
 - Locate resources for staff use in classroom and productivity tools
 - Prepare and deliver equipment ready for classroom use
 - Assist students utilizing technology in classrooms and labs under direction of teachers
- Library operations
 - Manage collection
 - Purchase new books
 - Manage aides/volunteers who assist
 - Supervise students as needed
 - Manage Book Fair operations yearly
- Security System
 - Manage software and updates
 - Train administration and other users
- Manage district website
- Manage cafeteria software
- Provide secretarial backup during school year and over summer hours
- Provide periodic reports to Board of Education
- Write and manage E-Rate filing, assist in writing of technology grants
- Performs all other necessary duties as assigned by the superintendent

How to Apply: Applicants should submit a letter of interest, resume, proof of certification, copy of transcripts and references to:

Phillip Hamil, Superintendent
 Aviston Elementary School District #21
 350 South Hull Street
 Aviston, IL 62216

phamil@avistonk-8.org

Application Deadline: November 27, 2020