

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Technology Engineer Coordinator

**Terms of Employment:** 12 month contract; 240 days

**FLSA Status:** Exempt

**Reports to:** Assistant Superintendent, Academic Services

**Brief Description of Position:**

Under the direction of Assistant Superintendent, Academic Services, plan, organize and direct operations and activities involved in the installation, configuration, operation, maintenance and repair of District computer systems and related hardware, software and networks; coordinate, develop, schedule and implement technology projects.

**Required Qualifications:**

- Bachelor's degree with course work in computer science or related field.
- Three years increasingly responsible experience involving the installation, configuration, operation, maintenance and repair of computer systems, network, hardware and software.
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint.
- Ability to work on multiple projects at once.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to meet deadlines and to manage time appropriately.

**Essential Duties and Responsibilities:**

- Install and maintain computers and computer-related instructional technology (including, but not restricted to, software packages, network access, LAN and WAN, and Internet programs).
- Conduct research on the best value and price for the purchase of audio-visual, computer, and computer related equipment.
- Assist teachers and provides in-service on the care and use of equipment.
- Maintain appropriate records and inventories for the efficient operation of the Technology Center.
- Coordinate and Support District Electronic Communications (Phone, Cellular, PTT, Email)
- Together with the Assistant Superintendent, Academic Services, develops, implements, and reviews the district technology plan.
- Work with the Business Manager in acquisition and utilization of technology hardware and software
- Assist in the design and review of the district technology curriculum.

- Plan and coordinate technology staff development programs.
- Make final decisions concerning the allocation of resources and prioritization of work orders.
- Work with the District Accountant in acquisition and utilization of technology hardware and software.
- Troubleshoot technology-related problems as they arise and make recommendations concerning possible solutions and coordinate implementation of solutions.
- Provide Helpdesk support (both phone and on-site) for work order ticket resolution
- Provide maintenance of audio-visual devices (e.g. cassette players/recorders, overhead projectors, computer projection devices, mobile equipment).
- Coordinate district website maintenance and development.
- Maintain Student Information Service (SIS) and photo I.D. equipment.
- Train and provide instruction for staff on use of district hardware and software systems
- Provide support for disparate and legacy systems
- Complies with all other duties as assigned by the Superintendent and Assistant Superintendents.

**Hazards:**

For some buildings, stairs, and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Reviewed August 2013