



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Information Services and Technology (IS&T) Coordinator**

Position Type: Exempt	Department: Information Services and Technology
Salary Schedule: Exempt	Reports to: Chief Information Officer of Information Services and Technology
Salary Range: 5	Location: Administrative Center
Term of Employment: 12 months	Date: December 15, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To perform all duties and responsibilities in an exemplary manner, such that the District will derive the maximum productivity from its employees and thereby achieve and maintain standard excellence as a public school district.

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

ESSENTIAL FUNCTIONS:

- Coordinates, supervises, trains and evaluates Information Services and Technology (IS&T) staff assigned to this position, including but not limited to, data cabling, telephone programming, PC/MAC configuration and repairs.
- Ensures that work is performed and completed in a timely basis.
- Establishes and maintains quality control standards and procedures.
- Arranges and supervises installation and major repairs of all equipment.
- Maintains safe working conditions for assigned employees.
- Provides timely reports of activity to their immediate supervisor.
- Must be accessible throughout the workday for administrators.
- Performs any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises 4-6 employees in the IS&T Department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Interviews, hires and trains employees.
- Plans, assigns and directs work.
- Appraises work performance.
- Rewards and disciplines employees.
- Addresses complaints and resolves matters.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Must be knowledgeable in computer theory, data communications facilities and equipment, operating systems, communication interfaces and the electrical wiring requirements for computer-related communication equipment.
- Must have the skill in techniques and procedures of computer operation and data control in electronic data processing.
- Must have the ability to present oral presentations and training techniques.
- Must have the ability to write technical documents.
- Must have the ability and desire to provide outstanding customer service.
- Must have the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Must have the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.

- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- Associate Degree or equivalent education preferred.
- Work experience in technical services environment (PC, MAC, Phones, Cabling).

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to handle or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs and occasionally up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.