

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, MIS TECHNOLOGY

QUALIFICATIONS:

- (1) Bachelor's Degree in Computer Science, Management Information Systems, Business Administration, Educational Technology, or related field; and / or
- (2) Previous experience in computer applications, computer system control, inter / intra-networking, or similar area.
- (3) Minimum of five (5) years successful experience medium to large network administration with twenty (20) or more report sites.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer hardware and software used to accomplish both instructional and administrative goals. Knowledge of inter-networking, wide-area networking and intra-networking. Strong TCP/IP knowledge base. Ability to plan for the District's smooth transition to new technology systems, establishment of a wide-area computing environment, and the integration of new systems that will increase efficiency and productivity of employees at all levels of the organization. Knowledge of "help desk" operation and the development of on-going training and staff development as it relates to technology. Ability to provide leadership and to establish and maintain effective working relationships with subordinates, officials, schools, other departments, and the public. Ability to express facts and ideas clearly and concisely, both orally and in writing. Ability to take on responsibility and make competent decisions on matters affecting the entire department.

REPORTS TO:

Director, Management Information Systems / Technology

JOB GOAL

To increase the operational efficiency of the District's technology program, and to help maintain an efficient, effective computer education system to facilitate the use of technology to improve student learning and instruction.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

TECHNOLOGY SERVICES

- * (1) Assist and coordinate other departments and schools in developing plans to meet their individual technology needs.
- * (2) Serve as District Representative to the Department of Education on Management Information Systems matters.
- (3) Maintain responsibility for repair and maintenance of District audio-visual and computer equipment.
- (4) Provide software duplication services for District licensed software.
- (5) Review computer project schedules.
- (6) Direct technology-related professional development initiatives.
- (7) Review and evaluate performance of programs and equipment.

MIS/TECHNOLOGY (Continued)

- (8) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials and equipment.

MANAGEMENT INFORMATION SERVICES

- *(9) Provides services to departments and schools in the area of information processing including applications such as FTE, payroll, financial accounting, budgeting, personnel, networking, forms control, systems analysis, and other related areas.
- (10) Coordinate with other District departments in meeting information reporting deadlines and other specific mandates as established.
- (11) Serve as the liaison for the District for archives, history and records management for the State of Florida.
- (12) Attend training sessions, conferences, and workshops to keep abreast of current MIS practices, programs, and legal issues, technology innovations and change.
- (13) Establish in-serve programs to inform District and school personnel of MIS policies, practices, and available services
- (14) Maintain a network of peer contacts through professional organizations.
- (15) Supervisor electronic and hard copy records, pupil assignments and reassignments, storage and retrieval.
- (16) Coordinate the work of the District's Forms Management and Records Management Committee
- (17) Ensure that all facets of MIS functions comply with federal, state and local laws, regulations and policies.
- (18) Prepare all required reports and maintain all appropriate records.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(20) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 9
Lane C MIS
Salary Index 0.9401 of the Administrative Salary Schedule
DOE Job Code 82008**

Revised Board Approval 04/11/2017