

## Job Description

**Job Title:** Coordinator of Applied Technology

**Supervisor:** Director of Technology

**Position Code:**

**Pay Grade:** 41

**Job Classification:** Exempt

**Contract Length:** 245

### Job Summary

Position is responsible for coordinating the daily activities of the division technology resource personnel who support the division Technology/CTE Student Help Desk initiative. This position provides supervision and support for student workers participating in the division Technology/CTE Student Help Desk initiative. Analyzes and prioritizes the workload of the applied technology implementations; assigns work to technology resource personnel and monitors the completion of assignments. Acts as the lead system analyst to division technology resource personnel to ensure the accountability of technology integration programs. Evaluates the scope of proposed technology integration projects; makes recommendations in hardware and software solutions; tests and evaluates possible technology integration solutions. Leads efforts in the preparation of detailed analysis, plans, diagrams, verification procedures, and data as it pertains to applied technology initiatives. Works with division technology resource personnel to develop and maintain technology integration online professional training modules and videos.

### Essential Duties

1. Coordinates the daily activities of the division technology resource personnel who support the division Technology/CTE Student Help Desk initiative.
2. Provides supervision and support for student workers participating in the division Technology/CTE Student Help Desk initiative.
3. Attends regular planning meetings with Technology team leads; establishes short and long-range goals; and provides regular progress reports.
4. Analyzes and prioritizes the workload of the applied technology implementations; assigns work to technology resource personnel and monitors the completion of assignments.
5. Acts as the lead system analyst to division technology resource personnel to ensure the accountability of technology integration programs.
6. Coordinates efforts to design, develop, and implement programs that monitor, analyze, and/or enhance Technology integration initiatives.
7. Consults with various departments to conduct needs assessments for technology integration and reviews requests for technology integration support.
8. Evaluates the scope of proposed technology integration projects; makes recommendations in hardware and software solutions; tests and evaluates possible technology integration solutions.
9. Leads efforts in the preparation of detailed analysis, plans, diagrams, verification procedures, and data as it pertains to applied technology initiatives.
10. Provides project leadership support for large-scale technology integration projects.
11. Works with division technology resource personnel to develop and maintain technology integration online professional training modules and videos.
12. Assists with preparing budgeting and cost analyses of technology integration initiatives.
13. Maintains records and prepares necessary statistics and reports related to the division's applied technology initiatives.
14. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Maintains an up to date knowledge of rapidly changing computer technology.
2. Performs any other related duties as assigned by the Director of Technology or other appropriate administrators.

**Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelors’ degree in computer science or a related field and significant experience in computer and network support experience; or any equivalent combination of education and experience to include industry certifications that provide the noted knowledge, skills and abilities to perform essential duties. Must possess a comprehensive knowledge of the principles and practices in planning and supervising technical support initiatives and be able to demonstrate experience in a multitude of computing environments. Must possess successful experience in project planning and management. Experience in writing system documentation, system specifications, system requirements, project plans, presentations, correspondence, studies, reports and training materials. Must have the ability to establish and maintain effective working relationships with departmental peers, technicians, specialist, business departments, schools and division instructional staff. Must have the ability to direct the efforts and evaluate the work of assigned staff. Must have the ability to effectively explain complex technical concepts to both technical and non-technical personnel. Must possess excellent verbal and written communications skills. Must possess a valid Virginia driver’s license with a good driving record.

**Work Environment**

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. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Director of Technology

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Applied Technology will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Technology or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date