

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Coordinator of Technology Services	Technology	Director of Technology
<p><b>JOB SUMMARY:</b></p> <p>Responsible for student information and associated fee payment system support including imports and exports for other district systems; responsible for user management system, email, antivirus and data requests; coordinate software planning, procurement, setup and installation related to systems within the district; responsible for the security and retrieval of all school district owned data and will have access to all such data.</p>		
<p><b>QUALIFICATIONS:</b></p> <p>Bachelor’s degree or related experience preferred; Microsoft certification preferred; knowledge of Apple and Microsoft platforms, student information and fee payment applications, Microsoft products (Word, Excel, PowerPoint, Outlook, Active Directory, Access, SQL), and Internet browsers; maintains knowledge regarding current and emerging technologies; ability to communicate technical issues to non-technical personnel; ability to work well with others and independently.</p>		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

- |   |   |     |
|---|---|-----|
| 1 | <p>Coordinate, manage and support all aspects of the student information and fee payment systems; user management; technical support for the finance system; provide second level support for the District Technical Support Specialists</p> <ul style="list-style-type: none"> <li>• Support users of the student information and fee payment systems including queries for reports as requested and automated exports for district systems.</li> <li>• Manage district-wide e-mail, active directory, antivirus/spam services, and finance software updates.</li> <li>• Assist the Network/Server Coordinator in the maintenance of software patches, firmware updates and log review for email, finance and backup verification for these services.</li> <li>• Troubleshoot and configure workstations to function with supported software applications.</li> <li>• Assist students and staff in appropriate use of technology and provide training where needed.</li> <li>• Copy and prepare software in compliance with copyright laws; duplicate written materials as needed.</li> <li>• Assist the MARRS Coordinator, administrative assistants and building level staff in order to provide services as needed.</li> <li>• Assist staff members while performing help desk duties.</li> <li>• Assist Network/Server Coordinator with integration of systems.</li> </ul> | 95% |
|---|---|-----|

**St. Michael –Albertville Public Schools**

**JOB DESCRIPTION**

- Consult with users to determine hardware, software or system functional specifications.

TASK NO.	DESCRIPTION	FREQUENCY
2	Attends meetings, workshops and training sessions as directed	3%
3	Perform other related duties as assigned	2%

\_\_\_\_\_  
SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE