Technology Coordinator

Reports to:

- School Principal

Job Overview:

The Technology (IT) Coordinator serves as the school's primary technology leader and data support specialist. This position manages all aspects of the school's information technology systems and services—including device management, network and domain administration, A/V systems, student learning management systems (LMS) [Microsoft 365 & Google for Education], student information systems (SIS) [PowerSchool] operations, and district and state testing technologies (MAP, WIDA, DRC). The Technology Coordinator partners with and supports the school's PowerSchool Administrator and data team to ensure accurate reporting, compliance, and effective use of student information systems. The Technology Coordinator works to deliver secure, efficient, and reliable technology and data operations aligned with the school's mission.

Responsibilities and Duties:

- Serves as the primary point of contact for all technology and data issues.
- Deploys, maintains, and troubleshoots all school owned student and staff devices (laptops, tablets, desktops, printers, peripherals, etc.).
- Administers the school's network, domain, and accounts (Microsoft 365, Google Workspace, email, user provisioning, password resets, security groups).
- Monitors device usage, network performance, and security to proactively address issues and maintain compliance with school and Institute policies.
- Oversees classroom and building audio/visual systems (projectors, interactive displays, microphones, conferencing bars) for instruction, testing, and events.
- Provides on-site technical support and training to staff and students; resolves help requests promptly.
- Supports and collaborates with the school's PowerSchool Administrator to ensure accurate student data entry, reporting, and state/federal compliance.

- Assists with data collection, analysis, and reporting to support instructional and operational decision-making.
- Maintains accurate inventories of all hardware, software licenses, warranties, and data systems.
- Implements and documents procedures for data backup, retention, and recovery at the school level.
- Prepares for audits, technology reviews, and compliance checks as required by the district or state.
- Works collaboratively with teachers and school leadership to plan and support technology for testing, instructional tools, and special events.
- Stays current with Institute technology initiatives and ensures seamless integration at the school.
- Logs and reports the status of IT and data projects and needs to school leadership.
- Performs other duties and responsibilities as assigned.

Qualifications:

- Bachelor's degree preferred.
- IT or data systems experience, preferably in a school setting.
- Experience supporting virtual or blended learning programs preferred.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook
- Proficiency with Google Workspace for Education
- Familiarity with PowerSchool or other student information systems strongly preferred.

Core Competencies

Interpersonal Communication: Clearly conveys technical and data information to non-technical audiences.

Language Ability: Presents information and training to staff confidently and professionally.

Verbal Aptitude: Records and delivers information, explains procedures, and follows and gives verbal and written instructions effectively.

Interpersonal Temperament: Adaptable to perform under stress when confronted with emergencies or tight deadlines; able to handle frequent interruptions and shifting priorities.

Represents the school positively, modeling professionalism in conduct, demeanor, and speech.

Participates in staff meetings, trainings, conferences, and professional development.

Maintains confidentiality as required by the school and by law.

Demonstrates a high degree of flexibility and initiative.

Environmental Conditions

Typical school office/classroom settings (Monday–Friday; school hours) with occasional evening or weekend work during events or emergency situations.

Affirmative Action (AAP/EEO) Statement

The school is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.