

Vacancy Notice
Esko Public Schools No.99

The Esko School District is accepting applications for a District Technology Coordinator. Experience in the operation of all IT systems, including hardware, software, support, and staff development preferred.

Education: A two or four year degree in related field preferred.

Send a letter of Interest, resume/credentials, application form and two letters of reference to:

Aaron Fischer, Superintendent
Esko Public Schools
PO Box 10
Esko, MN 55733
Application Deadline: April 29, 2024

Official Job Posting, Job Description, Application Form, and request for accommodations available at www.esko.k12.mn.us

Esko Public Schools
Job Description

District Technology Coordinator
Technology Department

Reports to: Principals and Superintendent

Summary: Responsible for the coordination of district technology program.

Job Summary: The District Technology Coordinator will be responsible for the operation of all IT systems including all hardware, software, support, and staff development relating to all educational related positions. This position will provide leadership in all services and monitoring and evaluating the IT services daily. Provides leadership and direction to the district technology program, including services, facility, budget, equipment, personnel and operation of student and administrative computer systems and programs

Essential Duties and Responsibilities

- Assist in the development, implementation and evaluation of the District's Strategic Plan related to Technology.
- Order materials needed to make recommendations of supplies and equipment for purchase.
- Establish and maintain good relationships with vendors, suppliers, contractors, staff, students, parents, and the public.
 - Processing IT tickets in a timely manner and maintaining clear concise communication.
 - Including, but not limited to, printers, PC's, MacBooks, iPads, Apple TV's, IP Phones, network hardware, Wi-Fi, batteries, security cameras, door security system, etc..
 - Contacting vendors for pricing/quotes for the rotation/replacement of IT equipment.

- Coordinate projects and plans with the District Administration to ensure compatibility and prevent duplication of efforts.
- Support technology throughout the district to include all hardware and software used by teachers, students, and instructional support staff.
- Provide the security and confidentiality of data maintained by the IT department.
 - Monitor PC's and MacBooks as needed to ensure systems are not corrupted or infected.
 - Manage Google Workspace, including but not limited to, addition and removal of staff/students, managing policies, apps, permissions, and notifications, assisting with password reset, etc..
 - Manage Windows Domain, including but not limited to, addition and removal of staff and students.
 - Manage Wireless Controllers
 - Manage District Firewall
 - Manage printing and printers
 - Manage IP Phone System
 - Manage Jamf School for iPads and Apple TV
 - Manage Jamf Pro for staff and student MacBooks
 - Manage school time system, bells, intercom, and paging system
 - Manage Canvas and Seesaw LMS, create courses, add users both staff and students, etc..
 - Manage all District approved online programs; IXL, Clever, Benchmark, etc..
- Perform other duties as assigned that are usual and customary for a person in this job classification.