

DeForest Area School District
Administrative Regulation

TITLE: COORDINATOR OF LEARNING INFORMATION SYSTEMS JOB DESCRIPTION	NUMBER: AR 3.3d(1n)
<i>Executive Limitation: EL 3 – Treatment of Staff (3.3d - Job Descriptions)</i>	
Recorded as Administrative Regulation: <i>Established: 12/01/08 Revisions: 3/4/10</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

Job Summary: To manage, maintain and support district computer systems and network operations.

Qualifications:

Bachelor’s Degree in education, or computer information systems, business or a related field.
Minimum of three years experience coordinating/managing computer operations, preferably in an educational/school setting.

- Working knowledge of, and experience in: collaborative problem solving methods, budget development, instructional and productivity software applications, current and emerging technologies to be applied in a school environment, and research and evaluation of technology, including hardware, operating software, and applications
- A current DPI #92 (Instructional Technology Coordinator) license is required, or must be obtained within two years.
- Demonstrated ability to communicate effectively in both written and oral presentations, communications, leadership/team building, assessing and evaluating programs, teams, and individuals and communicating technical information on a non-technical level.
- Possess leadership and vision, including knowledge of strategic planning and policy development.
- Possess an understanding of the educational environment, including the district’s instructional focus and professional development needs.
- Ability to manage technology and support resources, which addresses the business side of educational technology and the use of data.
- Possess core values and skills of flexibility and adaptability, along with being results oriented and innovative.

Duties and Responsibilities:

- Supervise and coordinate district technology operations and staff in a work team environment.
- Develop and implement the long-range district technology plan in coordination with the District Technology Team.
- Plan and direct the centralized acquisition and processing of instructional and administrative technology and related materials.
- Develop and manage technology budgets with input from the District Technology Team.
- Maintain an accurate inventory of all district computer equipment, software, and software licenses.
- Keep abreast of current research innovations, trends, and standards in the area of technology.
- Develop and maintain professional working relationships with staff, students, administration, Board members, and the public, to promote the academic programs of the school district.
- Oversee technology policy development for the district.

- Explore alternative sources of funding for technology and assist in writing grants for technology funding.
- Assist in planning the construction and renovation of district facilities
- Perform other duties and responsibilities as assigned by the Director of Instructional Services, as appropriate to the job assignment.