



**JOB POSTING # 17**  
**PLEASE POST**

**The City School District of Albany, New York**  
**An Equal/Affirmative Action Employer**  
**An APSAA Employment Opportunity**

**Date of Posting:** July 31, 2017

**Position(s):** Technology Coordinator

**Location:** District Wide

**Salary:** Competitive, per contract

**Effective Date:** September 1, 2017

**Deadline for Applying:** August 14, 2017

**Qualifications:**

- Master's Degree
- Minimum five years teaching experience and 5 years administrative experience
- Valid NYS SAS/SDA or SDL certification

**Summary:** This administrative position, under direction of the CIO, requires the exercise of considerable independent judgment in coordinating, organizing, and directing technical subordinates engaged in all aspects of information technology management. The incumbent plans, coordinates, directs and designs all operational activities of the technology department and works closely with decision makers and district leaders to identify, recommend, develop, implement, and support effective technology solutions for all aspects of the organization in accordance with set policies.

**Major Responsibilities and Duties:**

*Other duties may be assigned.\**

- Oversee all current technology operations including management of workstation/desktop support, Internet connectivity and filtering, network architecture and security, IP telephone, equipment repair, audio visual needs, support for wireless and telecom infrastructure.
- Manage IT staffing, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.
- Supervise the implementation of applications development and network infrastructure strategies at an enterprise level, over multiple hardware and software platforms.

- Manage IT project phases including needs assessment, priority-setting and delivery of project results including resources, timelines, workload planning, and budgets. Assist in the development of department budget and monitor expenditures.
- Oversee technology hardware and software need justifications, cost, technical requirements, specifications, procurement, licensing, maintenance, upgrades, and inventorying. Coordinate hardware and software disposition as it becomes obsolete, and inventory as new equipment is purchased.
- Maintain and implement technology services policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision, in accordance with District goals and Board policies.
- Disseminate district technology plan, initiatives, and progress throughout the school community via news bulletins, electronic mail, presentations at district, building level staff, and community meetings.
- Provide leadership in devising and implementing common district hardware and software acquisition business rules. Direct the establishment and maintenance of essential records, reports and files.
- Provide strategic planning and oversight for external funding sources such E-Rate and Smart Schools Bond Act allocations. Participate in negotiation of contracts and service level agreements with outside technology vendors.
- Disseminate information to teachers, administrators and other appropriate district staff about emerging technologies, uses of computers in instruction and actual uses of technology in the district.

**Other Responsibilities:** Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Essential Skills and Abilities:** Excellent verbal and written communication skills; ability to facilitate teams; ability to work well with administrators, teachers, students, and parents; Thorough understanding and technical knowledge of current network and PC operating systems, hardware, protocols and standards; Thorough knowledge of IT strategic planning and development, project management, and policy development.

To perform this job successfully, an individual must be able to perform each of the outlined major responsibilities and duties satisfactorily. The responsibilities mentioned are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

**All applications will be accepted through OLAS**

<https://www.pnwbores.org/TeacherApplication/>

Email: [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)

City School District of Albany

Office of Human Resources

Academy Park

Albany, New York 12207

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