



NEW: Submitted:  
07/01/2023 03/28/2023

JOB TITLE:	COORDINATOR TECHNOLOGY PROJECTS
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Provide services that support the instructional, administrative, and planning efforts for schools through direct face-to-face work with school leadership and technical staff. Provides support to schools with technical assistance of newly adopted District-wide systems and initiatives that support the work towards the JCPS Strategic Plan. Assists with the project management of District-wide technology to establish timelines and set key performance indicators to measure success based on the JCPS Strategic Plan. District wide projects include, but are not limited to, infrastructure upgrades, telephony, device lifecycle management, cybersecurity engagements, ticketing system, video surveillance systems, new school/facility construction, and school moves/renovations.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works in conjunction with District leadership and Project managers to ensure day-to-day progress on Districtwide initiatives in support of the JCPS Strategic Plan

Provides systematic and direct support and communications to school teams

Serves as liaison between schools, vendors and internal stakeholders by facilitating support of newly implemented technology projects

Monitors project sites to ensure projects are completed according to schedule

Serves as liaison between students, staff, schools and assigned department on projects

Provides on-site support to end users to ensure effective integration of newly implemented technology initiatives

Provides technical recommendations based on needs analyses of project requirements, business operations, employment practices, instructional practices and technical skills

Utilizes effective communication skills to interact with internal and external stake holders at all levels to help direct technology-related initiatives and provide supports in a timely manner

Maintains communication with software vendors regarding required documentation related to student information privacy and security

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, reaching, climbing, with the ability to lift, carry, push, or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Three (3) years of technology training/experience

Three (3) years of experience in computer operations

Excellent written and oral communication skills coupled with thorough knowledge of enterprise technology field services and project delivery; operational knowledge of industry-standard hardware, software and networking technologies used in school District settings
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor’s degree, or above in Computer Science or other related field
Industry recognized certification in Project Management
Experience in a diverse workplace