

Title: Union #93 Technology Coordinator

Reports to: Superintendent of Schools

Qualifications: Appropriate certification; strong proficiency in network and database systems including PowerSchool Premier/Oracle-based systems, Infinite Campus, and expertise in Mac OS X-and Microsoft Windows-based client and server platforms.

Performance responsibilities will include, but are not limited to:

1. a. PowerSchool support: Updating and maintaining PowerSchool and the PowerSchool server, keeping backups current, supporting end users, report cards, submitting bugs, and training PowerSchool users. Additionally, uploading of data to the State system, when necessary.
- b. School Union93 district website support: Updating and maintaining schoolunion93.org, supporting and updating the server hardware, maintaining backups, layout redesign, photo manipulation, and user management.
- c. Network support: Ensuring all servers and network infrastructure are in working order and secure, security auditing and updates, and maintaining good backup policies.
- d. Office support: Supporting the end users in the Central Office (both their individual computers and their network assets).
- e. School support: Fill in gaps at the individual schools when their individual tech persons are unavailable, and a record will be kept and submitted to the Union 93 Board annually.
- f. Email groups: Supporting end users with their email problems, maintaining email lists for SU93.
- g. Administrative/policy matters: Individual schools and the Superintendent periodically need advice or technical guidance. Examples: The technical limitations of PowerSchool regarding report cards, PowerSchool alternatives, website updates/redesigns/setup for individual schools.
- h. Compliance: Complete paperwork regarding MSLN or MLTI compliance.

2. Works with the Superintendent and Office Manager in developing the Central Office technology budget, and maintains the Union #93 technology plan and acceptable use policy.
3. Performs other duties as assigned by the Superintendent.

Adopted: School Union #93 Joint School Committee – April 29, 2008

Amended: School Union #93 Joint School Committee – November 15, 2010

Amended: School Union #93 Joint School Committee – December 17, 2013