



TECHNOLOGY APPLICATIONS COORDINATOR

JOB DESCRIPTION

The Technology Applications Coordinator, under the supervision of the Director of Network Services, assists campuses and departments with software implementation; including research, evaluation, purchase, configuration, and maintenance of software applications.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor Degree in Education or Technology related

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in the purchase, implementation, and support of educational software applications
- Knowledge of the latest Windows operating system
- Knowledge of networking systems and application servers
- Database experience preferred
- Valid Texas driver's license and a good driving record are required

DUTIES AND RESPONSIBILITIES

1. Assists campuses and departments with software implementation, including research, evaluation, purchase, configuration, and maintenance of software applications.
2. Acts as a liaison with campuses and departments for the implementation, support, and training of new and existing software applications.
3. Oversees software configuration on servers
4. Provides technical guidance for software configuration and instructional guidance on software applications
5. Evaluates effectiveness of software applications and their management
6. Manages the tracking and inventory of software applications and their licensing
7. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: PO3

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*