



## ***EL TEJON UNIFIED SCHOOL DISTRICT***

**Katherine Kleier**  
District Superintendent

### **CLASSIFIED JOB OPENING**

**POSITION:** Coordinator of Technology  
8 Hours, 12 months

**LOCATION:** Based at FMHS, will work district wide

**SALARY RANGE:** \$3,523 to \$4,332 per month  
Plus Benefit Package

**SELECTION PROCESS:** Qualifications and suitability for the  
position will be assessed in an oral  
interview.

**APPLICATION PROCEDURE:** Interested personnel should submit a  
letter of interest to the District Office by  
Friday, October 5, 2012.

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***P. O. Box 876 - Lebec, California 93243 - (661) 248-6247 - (661) 248-6714 FAX***  
**e-mail: [district@mail.el-tejon.k12.ca.us](mailto:district@mail.el-tejon.k12.ca.us)**

# El Tejon Unified School District

## Coordinator of Technology

### Job Description

#### **JOB SUMMARY**

Under the direction of the Superintendent. Manages the networking and communications facilities of the district. Installs and configures network operating systems, applications, and hardware. Assists in the planning and selection of curriculum software, operating systems and applications to be used in the district. Assists in the planning and selection of networking, communications and computer hardware.

#### **REQUIRED QUALIFICATIONS:**

##### Knowledge of:

Networking and communications principles, ethernet networks, network protocols including: TCP/IP, IPX/SPX, DLC, Netbui, Netbios, and SNMP, Windows/NT, Windows 3.11, Windows 95, MS Office, SASI, Personal Computer and networking hardware.

##### Ability to:

Work cooperatively with teachers, administrators, staff and parents;  
Diagnose and resolve personal computer hardware and software problems;  
Diagnose and resolve network hardware and software problems;  
Communicate effectively in both oral and written formats;  
Design and implement network systems.

##### Education:

Education equivalent to a B.S. in Computer Science or related discipline and/or five years of experience in increasingly responsible positions of network management and communications management.

#### **ESSENTIAL FUNCTIONS OF THIS POSITION:**

1. Manages an ethernet network with Windows/NT servers.
  2. Installs and configures personal computer and network hardware and software.
  3. Designs and implements network changes and additions.
  4. Assists in the budgeting for and purchase of new computer hardware.
  5. Assists in the selection of software for curriculum enhancement.
  6. Selects communications equipment for district Wide Area Network (WAN) implementation.
  7. Assists teachers and administrators in the implementation of computer equipment and software.
  8. Maintains confidentiality on school-related matters.
  9. Incorporated within one or more of the previously mentioned essential functions of this job description
- are the following essential physical requirements:

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequent = 76 percent and above

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 2 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 3 f. Ability to bend and twist, stoop, kneel, crawl, push, pull
- 3 g. Ability to lift 50 lbs.
- 3 h. Ability to carry 50 lbs.
- 4 i. Ability to operate office equipment.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date:

Authorized Representative: \_\_\_\_\_ Date:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.