



# River Bend Community Unit School District #2

*Where Everybody is Somebody*

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***PLEASE POST***

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***POSITION AVAILABLE***

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**PreK-12**

**Technology Coordinator**  
(Start date to be determined)

**JOB DESCRIPTION ATTACHED**

**APPLY TO:**

**DARRYL HOGUE  
SUPERINTENDENT**

**DEADLINE  
Internal – May 13, 2022**

cc: Craig Hafner

DEH:v  
5/5/2022

**Technology Coordinator  
River Bend Community Unit School District #2  
Job Description**

**Title:** Technology Coordinator

**Qualifications:**

1. Bachelor's Degree
2. Good health, subject to physical exam, drug test, and citizen of the United States.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Knowledge and understanding of desktop and server operating systems (RAID, virtualization, and backup/disaster recovery), Windows Active Directory, SSO, GSuite, wired and wireless network administration, and telephone, database, video camera, keyless entry, and sound systems.
5. Ability to improve and develop skills to keep pace with changing technology.
6. Knowledge and understanding of cyber security implications and mitigations.
7. Motivated to continuously learn and develop industry related skills and/or certifications. Certifications and/or work experience is preferred.
8. Ability to diagnose and problem solve issues with technology and bring them to a resolution.
9. Academic, professional, and personal excellence as Board specified.

**Reports to:** Superintendent

**Supervises:** Technology specialists

**Job Goal:** Ensure safe technology use and promote integration and interdisciplinary instruction in technology.

**Responsibilities:** The technology coordinator will:

1. Ensure the District is in compliance with all State and Federal mandates and maintains safety of students and staff.
2. Pursue the education and professional development training necessary to lead the district in technology integration.
3. Lead the technology team and lead in the development of a technology plan.
4. Be responsible for administration, support, and maintenance of the District's Intranet/Internet including the District web site.
5. Provide technology instruction to students as deemed appropriate by the administration.
6. Provide technology assistance to students, teachers, and technology support personnel.
7. Provide hardware support for District technology equipment including computers, network equipment, printers, scanners, and digital cameras/camcorders, and maintain building inventories of these items.
8. Train and support teachers and staff on administrative, productivity, and student applications.
9. Provide administration with recommendations for technology purchases including budget proposals for grants and filing necessary paperwork for the Universal Service School and Libraries (Erate) reimbursement.
10. Provide visionary recommendations for software and hardware that help the district keep up with technology trends.

11. Perform other duties as assigned by superintendent and building administrators.

**Risk Management:**

1. It has been determined that 25% of the certified Technology Coordinator's time is spent on Risk Management.
2. Maintain firewalls, anti-virus, and spam to protect students from exposure to inappropriate media.
3. Maintain oversight of all technology activities to ensure safety of all staff, students, and the District.

**Terms of Employment:** School year and summer 20 days or as needed. Salary to be established by the Board.  
**May consider this an 11-month salary position.**

**Evaluation:** Performance of this job will be evaluated by the superintendent annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.