

Anoka Hennepin Independent School District #11

Position Standard

Community Ed – Technology Coordinator

Essential Functions:

- Install, troubleshoot, and configure multi-platform desktop configurations.
- Manage and perform backup of email, web, and database servers.
- Coordinate support of LAN services and assist with WAN and dial-up troubleshooting.
- Recommend and facilitate the purchase of hardware, software, repair, and support services.
- Implement policies and procedures that ensure data and technology resource security.
- Maintain systematic improvements, upgrades, and replacement of hardware and software.
- Setup and maintain network and stand-alone printers.
- Work with vendors on pricing and customization of software.
- Understand and troubleshoot web applications utilized by the department.
- Other duties as assigned including:
 - Maintain a working knowledge of emerging hardware and software applications and their implication for Community Education:
 - Attend appropriate seminars and professional workshops.
 - Monitor and testing emerging technologies.
- Promote the development of Community Education staff in their use of technology:
 - Recommend and facilitate training opportunities for staff.
 - Assist individual users with the use of email, internet, hardware and software.
 - Develop materials for training of staff and students.
 - Meet with user groups.
- Integrate the technology of the Community Education program with that of the School District:
 - Maintain an ongoing relationship with the Director of Technology and other technology staff.
 - Insure that the technology direction of Community Education is consistent with the School District.

Minimum Qualifications:

- College degree with an emphasis in supporting desktop computer users working in a LAN environment.
- Equivalent experience and training considered.
- Two years technology support background with other related experience considered.
- Organization and management abilities.
- Communication skills including writing, speaking, and listening.
- Ability to work with diverse groups and skill levels.
- Working knowledge of MAC and Windows desktop system setup, configuration, and troubleshooting.
- Understand web technologies and development, and be able to troubleshoot browser issues.
- Must have reliable transportation.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 50 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

Physical Factors includes:

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20’), visual accommodation; field of vision;

Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

Occasional: exposure to weather when driving is required.