

RAVENNA PUBLIC SCHOOLS
12322 STAFFORD STREET
RAVENNA MI 49451

INTERNAL/EXTERNAL JOB POSTING

Position: Technology Coordinator

Qualifications

- Advanced degree in education, computer science or related field. Alternatively, equivalent combination of education, experience and certifications.
- Extensive Macintosh, iPad, iOS, and macOS knowledge.
- Enterprise level Apple skills highly desired.
- Effective verbal and written communicator with students, staff and parents.
- Unix or Linux skills, especially scripting, are a positive.
- Wired, wireless, and WAN Network skills valuable.
- Demonstrated ability in management tasks such as budgets, purchasing, software and related materials.
- Manage personnel issues such as performance reviews, staff PD, and conflict resolution.
- Hold a valid and current driver's license. Possess reliable vehicle transportation.
- Stress tolerance

Responsibilities

- Managing the district's "One Step Ahead" 1:1 initiative in a Macintosh and iPad environment.
 - Includes asset management (inventory), user deployment, iOS & macOS software deployment, device repair evaluation,
 - Determine and order new student and staff devices.
 - Ensure software license compliance.
- End user support activities
 - Writing clear and effective help desk knowledge base articles for end user needs and tech dept documentation.
 - Evaluating damaged hardware. Coordinate with repair vendors.
 - Coordinating network support with vendors and Muskegon Area ISD (MAISD).
 - Providing the Technology Orientation PD session for new staff.
 - Recommend, provide, or assist with PD opportunities in using technology or integrating technology within the curriculum.
- Asset Management with 1to1Plus (SAAS).
- Identifying and attending employment related computer and technology conferences.
- Represent RPS at MAISD committees such as tech directors and PowerSchool lead.
- Software and MDM deployment with FileWave.
- Maintain Apple Volume Purchase Program (VPP) & Device Enrollment Program (DEP).
- Maintain ShoreTel telephone system needs in partnership with MAISD and ShoreTel vendor.
- Supervise annual software and service renewals.
- Administer, support and enhance PowerSchool for tech department needs.
- Liaison with MAISD team, when needed, for RPS PowerSchool and PowerTeacher users.
- Administer, support and enhance Lightspeed web filter and proxy as necessary.
- Administer, support and enhance Clever integration, Discovery Education, Dynacal, FileWave Engage, Foxbright, Google domains, Meal Magic, Moby Max, MOODLE, NWEA MAP testing, Pivot, Renaissance Place, School Messenger, state testing, and other systems.
- Support and maintain a small number of Windows 7/10 devices through Bootcamp & VMWare Fusion.
- Other duties as assigned by the superintendent, or required for successful district inform.

Salary commensurate with experience.

Internal/External Applicants: Apply at [ravennaschools.org/Our District/RPS Job Opportunities](http://ravennaschools.org/Our-District/RPS-Job-Opportunities)

It is the policy of the Board that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, or English speaking ability, shall be discriminated against, excluded from, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any federally funded program or activity for which the Board is responsible or for which it receives federal financial assistance from the Department of Health, Education, and Welfare.

Posted: October 6, 2017

Deadline: Until Filled