

George County School District

Technology Coordinator

APPROVED
JUN 02 2026
G C SCHOOL BOARD



Job Purpose

- The Technology Coordinator provides leadership, oversight, and management of the school district's Information Technology systems and services.
- This position ensures the effective integration of technology into instructional and administrative operations while maintaining system reliability, security, and efficiency.
- The role evaluates infrastructure performance, recommends hardware and software improvements, and supports the district's goal of enhancing student achievement and operational effectiveness through technology.

Knowledge, Skills, and Abilities

- **Technical Proficiency:** Knowledge of network systems, cloud platforms, cybersecurity practices, and instructional technology tools.
- **System Administration:** Ability to oversee hardware, software, servers, and district-wide technology infrastructure.
- **Instructional Technology Leadership:** Ability to support integration of technology into classroom instruction and curriculum design.
- **Strategic Planning:** Ability to develop and implement long-range technology plans, policies, and procedures.
- **Data Management:** Knowledge of student information systems and data privacy regulations (FERPA, CIPA, and state reporting requirements).
- **Communication Skills:** Ability to explain technical information clearly to administrators, staff, School Board members, and stakeholders.
- **Problem Solving:** Ability to troubleshoot complex system issues and determine effective solutions.
- **Organizational Skills:** Ability to manage multiple priorities, budgets, projects, and timelines.
- **Leadership Skills:** Ability to supervise staff, provide direction, and lead technology initiatives.
- **Interpersonal Skills:** Ability to work collaboratively with diverse groups across the district.
- **Training Skills:** Ability to design and deliver professional development for technology users.
- **Confidentiality:** Ability to maintain secure handling of sensitive district data and information.

Minimum Qualifications

- **Education:** Associates, Bachelor's or Masters' Degree in Computer Science, Information Technology, Education, or related field preferred.
- **Experience:**
 - Three (3) to five (5) years of experience in technology management, network administration, or instructional technology support preferred, preferably in a public school setting.
 - Software troubleshooting experience preferred.
 - Successful supervisory experience preferred.
 - Successful experience training others and serving as a resource in the use of technology preferred.
- **Background Clearance:** Must pass all required background checks in accordance with Mississippi law.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Oversees and manages the district's Information Technology systems, services, and technology plan implementation.
- Evaluates and maintains the performance of district-wide hardware, software, networks, and security systems.
- Assesses and resolves system malfunctions to ensure continuous operation of technology infrastructure.
- Provides leadership for the design, development, and maintenance of local area networks and integrated systems.
- Supervises technology staff and provides direction, goals, and performance expectations.
- Coordinates technical support services to ensure timely resolution of help desk requests and minimize instructional downtime.
- Develops and implements technology procedures, standards, and acceptable use policies.
- Provides training and professional development for staff on the effective use of instructional and administrative technology.
- Serves as a consultant to administrators and teachers on integrating technology into curriculum and instruction.
- Works collaboratively with curriculum leaders to support instructional technology initiatives.
- Researches emerging technologies, vendors, and software solutions to recommend improvements and upgrades.
- Manages technology inventory, equipment maintenance, and system documentation.
- Maintains system security, data integrity, and compliance with state and federal regulations.
- Oversees disaster recovery planning, data backups, and cybersecurity measures.
- Composes reports, manuals, correspondence, and documentation related to technology operations.
- Develops recommendations for policies, procedures, and improvements to district technology services.
- Manages technology budgeting, procurement processes, and vendor relationships as assigned.
- Coordinates and supports federal and state technology funding programs such as E-Rate.
- Attends meetings, workshops, and professional development to remain current in technology trends.
- Performs other job-related duties as assigned by the Superintendent or designee.
- Limited travel to meetings and training sessions may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports To: Superintendent or Superintendent's Designee **Supervises:** Technology Staff

Terms of Employment and FLSA Status: At-Will Employment / Exempt and 240 Days Per Year

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date