

**Opening Date:**  
October 16, 2008

**Closing Date:**  
OPEN UNTIL FILLED

**Posting: 08/09-TECHNOLOGY  
SERVICE COORDINATOR**

***PROVIDENCE SCHOOL DEPARTMENT  
797 WESTMINSTER STREET  
PROVIDENCE, RI 02903-4045  
OFFICE OF HUMAN RESOURCES***

***ANNOUNCEMENT B.E.S.T. VACANCY***

**POSITION: TECHNOLOGY SERVICE COORDINATOR  
(Formerly Expeditor Educational Technology)**

**LOCATION: ADMINISTRATION BUILDING 08/09-TECHNOLOGY SERVICE COORDINATOR**

**SALARY: In accordance with B.E.S.T. Contract.**

**JOB SPECIFICATION:**

The Technology Services Coordinator Reports Directly to the Information Technology Officer (ITO)

**JOB DUTIES:**

1. Identifies, develops and applies for E-Rate funds, and program discounts from the Federal Government.
2. Directs and oversees the development of bids for all E-Rate contracts.
3. Program manages District E-Rate projects.
4. Assists the ITO with the planning, developing, coordinating, and managing the District's network architecture.
5. Assists the ITO with the direction and oversees the planning of upgrades to networks and IT systems.
6. Participates in the development and implementation of policies, and procedures regarding network architecture, district-wide integration actions and the district's Technology Plan.
7. Participates in the development of bids and specifications.
8. Provides advice and guidance to the ITO relative to long range planning and implementation of technology for the District.
9. Performs related duties as assigned.

**QUALIFICATIONS:**

1. Knowledge in the area of networking, internet, intranet, client server operation and characteristics and capabilities of data communications.
2. Ability to apply principles and techniques used in networking architecture including digital phone lines.
3. Be Familiar with switches, routers, firewalls, VoIP systems, Basic IP addressing and subnet schemes.
4. Able to manage projects and administer methods of project and process control, budgeting, and cost analysis.
5. Informed in the area of technology related grants or revenue sources, such as E-Rate.
6. Have ability to work well under pressure of multiple priorities and short deadlines, participate and conduct in meetings and conferences.
7. Prepare reports and write clearly, concisely, and convincingly.
8. Ability to speak clearly, concisely and effectively.
9. Direct and develop installation of improvement in networking controls and equipment.
10. Understand future develop installation of improvement in networking controls and equipment.
11. Understand future information technology trends and be able to evaluate effectiveness of the technological infrastructure solutions and forecast future needs.

12. Implement technological improvements and generate solutions related to instruction.
13. Present technology based solutions that meet district priority instructional needs.
14. Recognize, analyze, and deal effectively with problems and issues.
15. Develop, plan, and implement short and long term goals.
16. Plan, organize, control and direct technical and diversified activities.
17. Ability to analyze and interpret technical materials and problems involving rules procedures and related matters along with preparing and managing budgets.

**Apply quality control of all E-Rate is mandatory**

**EDUCATION:**

IT School/Certification (e.g. A+, Network+, Cisco, Microsoft) and/or Associates Degree in an Information Technology major

**WORK EXPERIENCE:**

1. Three (3) years of information technology experience in a comparable working environment.
2. Preference will be given to candidate with K-12 and/or E-Rate program management, including applications and auditing procedures.

Experience must include the development of network specifications and implementation of data/telecommunications networks.

**SPECIAL:**

A valid driver's license.

**Additional bid forms may be obtained from the Office of Human Resources, 797 Westminster Street, Providence, RI.**  
The completed form must be returned to the Office of Human Resources no later than the above closing date at 4:30 PM.

An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status. The district's mission is to enable every student to discover and develop his or her unique talents and to ensure that each student achieves high standards through the provision of a rigorous and challenging common core curriculum, strong parental and public support and engagement in the educational process, and robust recruitment and retention of the highest quality workforce, by providing leadership, professional development, support and inspiration to all employees.

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