



Career Center

Zavalla ISD - Technology Coordinator

Job Details

Region: 7

School District/Employer: Zavalla ISD

District Category/Employer: Central Office

Position: Director

Assignment Level: **Level**

- Elementary
- High School
- Middle School

Area

- Technology

Job Title: Technology Coordinator

School: Zavalla ISD

Campus Description: Z.I.S.D. has two campuses with 350 students P-K thru 12th

Date Posted: 5/15/2019

Deadline: Until Filled

Openings: 1

Commitment: Full Time

Description/Notes: Job duties:

Supports District in making informed decisions about hardware and software for administrative and instructional purposes.

Directs the administration of operational systems and servers (e.g., email systems, backup systems, disaster recovery, antivirus, etc.) and ensures availability of services to all authorized users.

Analyzes technology needs and recommends updates, replacements or enhancements of hardware and/or software; and manages the purchase, delivery, and installation of new systems.

Follows district policy and procedures related to inventory and fixed assets.

Maintains camera surveillance system.

Establishes and maintains the District's Social Media presence.

And all other duties as assigned by Superintendent.

Qualifications: **SPECIAL SKILLS (PREFERRED):**

Thorough understanding of a Google for Education Email Domain.

Experience maintaining network devices (e.g., servers, routers, switches, firewalls, wireless LAN controller, and access points.)

Excellent verbal and written skills.

Attention to detail, time management, and organization.

SPECIAL SKILLS (REQUIRED):

Proven ability to work effectively with parent, community and staff on various district-wide committees.

Physical effort may be required to lift and move equipment in boxes. (Approximately up to 30 lbs).

Salary Range: Based on experience

Benefits: District pays \$225.00 towards health insurance
District pays for \$10,000.00 life insurance policy

How To Apply: Applications may be downloaded from the district website at www.zavallaisd.org. They may be emailed to mstringer@zavallaisd.org or sent to Zavalla ISD, 431 E. Main Street, Zavalla, TX 75980

Contact Person:

Name: Ricky Oliver

Email: roliver@zavallaisd.org

Address: 431 E. Main St.

City: Zavalla

State: TX

Zip: 75980-9258

Phone: (936) 897-2271

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