



**Job Title:** Educational Technology Coordinator

**Reports to:** Executive Director

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**Qualifications:**

**Education/Certification:**

Bachelor's degree from accredited college or university

**Special Knowledge/Skills:**

Knowledge of operation of major hardware components, operating systems, and networks

Proficiency in use of the computers and other types of technology

Knowledge of Internet Platforms, Microsoft Office, Virtual Conferencing, Google

Ability to Manage Company Website

Demonstrated ability to transmit information and knowledge to others through oral and written communications, webinars, and videos

Knowledge of research procedures and statistical analysis and ability to generate statistical reports

Ability to generate reports via PowerPoint and Keynote

Ability to design or modify computer-based information systems, programs, designs, and reports

Ability to manage office information and data processing systems

Analytical skills

Organizational skills

**Experience:** In technology with experience in educational setting preferred

**Major Responsibilities and Duties:**

1. Provide supervision and direction of Technology operations.
2. Implement and maintain the FCIS Strategic Plan as it relates to Technology.
3. Supervise the development of appropriate uses of technology in educational programs and in business operations.
4. Forecast, plan, and coordinate FCIS technology activities.
5. Subject to approval, negotiate and supervise contracts and agreements for services concerning technology for the benefit of FCIS.
6. Maintain FCIS technology specifications and research improvements.
7. Supervise FCIS technology purchasing, maintenance and repairs.
8. Design, implement, and evaluate the systems that support end users in the productive use of computer hardware and software.
9. Provide user-training as needed to FCIS staff and member schools.
10. Oversee and evaluate system security and back up procedures.
11. Manage, update and help design FCIS website, as needed.
12. Assist Director of Accreditation in management of Accreditation Portal and Building of Evaluation Teams

13. Assist Director of Professional Development in Conference Registrations and Event Management
14. Assist Director of Business and Operations in Certification Portal and Management of Inservice Points
15. Troubleshoot technology issues.
16. Update member schools' information and generate reports for NAIS DASL, including data analysis.
17. Collect data by identifying sources, designing survey and collection methods.
18. Prepare reports by collecting, analyzing, and summarizing information.
19. Maintain databases.
20. Promote FCIS Brand.
21. Work as a team player to fulfill FCIS's mission.

#### **Policy, Reports, and Law**

1. Follow the policies established by federal law, state law, and the FCIS Board of Directors.
2. Compile, maintain, file, and present all physical and computerized reports, records, and other documents.

#### **Budget and Inventory**

1. Contribute to ensuring that programs are cost effective and that funds are managed prudently.
2. Compile cost estimates based on documented needs.
3. Maintain a current inventory of technological supplies and equipment and recommend disposal and replacement of equipment when necessary.

#### **Community Relations**

1. Articulate the organization's mission and goals in the area of technology.
2. Demonstrate awareness of organization's needs and initiate activities to meet those needs.

#### **Professional Growth and Development**

1. Continue to develop needed professional skills appropriate to job assignment, including staying current with trends.
2. Demonstrate behavior that is professional, ethical, and responsible, and serve as a role model for all other staff members.

#### **Other**

1. Perform other duties as assigned by Executive Director.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Use available resources to define issues and solve problems. Frequent standing, stooping, bending, climbing, walking, reaching and using arms and hands. Must occasionally lift and/or move packages, equipment or other items typically between 25 to 35 lbs. but up to as much 70 lbs. Employee is required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Maintain emotional control under stress and maintain positive attitude when dealing with other staff members and representatives from other member schools and businesses. Use available resources to define issues and solve problems.

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