DALLASTOWN AREA SCHOOL DISTRICT

TITLE: Technology Services Coordinator **DATE:**

REPORTS TO: Director of Technology Services **APPROVED BY:**

JOB SUMMARY: Provides administrative support to Technology Services and coordinates administrative workflows across the department. Uses established procedures and approved systems to support onboarding, offboarding, access requests, and assigned data tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Organize departmental administrative work, maintain schedules, and coordinate meetings, appointments, vendor visits, and training arrangements for the Technology Services department.
2. Serve as an administrative liaison among Technology Services, Human Resources, Business Services, Educational Services, schools, families, and vendors.
3. Coordinate administrative onboarding, staff changes, and offboarding checklists. Verify approved personnel or student information and arrange account, badge, equipment, and communication tasks with the responsible offices and technical staff.
4. Create, modify, deactivate, and reactivate authorized staff, student, substitute, and other user accounts through approved tools and procedures.
5. Provide routine account assistance, password resets, and account unlocking using established identity-verification procedures.
6. Prepare requisitions and purchase orders; process invoices, shipments, purchasing-card reconciliation, account coding, and budget-transfer documentation through established approval procedures.
7. Maintain contract subscriptions, software licenses, cellular-service records, and renewal calendars. Obtain quotations, prepare renewal materials, and coordinate approved orders and service changes with technical staff and vendors.
8. Maintain organized departmental records, forms, procedures, and correspondence. Compile supporting materials for audits, budget reviews, and authorized records requests.
9. Maintain equipment and asset-assignment records; coordinate delivery, distribution, collection, returns, and related paperwork with technicians and schools. Follow up on missing equipment and incomplete records.
10. Receive departmental calls and requests, provide basic assistance, and use existing helpdesk workflows to refer unresolved issues. Schedule support visits and follow up on information, appointments, and vendor responses.
11. Complete assigned student-information and program-support tasks, including routine record updates, standard reports and exports, roster checks, and scheduled data submissions.
12. Support recurring administrative workflows such as approved instructional-resource requests, surveys, student-photo exchanges, communication-list updates, device-fee records, and event logistics.
13. Perform other related duties as assigned by the Director of Technology Services.

QUALIFICATIONS: High school diploma or equivalent and three years of progressively responsible administrative, office-coordination, or related experience.

or

Associate degree or relevant postsecondary coursework in business administration, office administration, information systems, or a related field preferred.

Experience supporting a department leader, purchasing processes, or confidential records is preferred.
Demonstrated proficiency with office applications, spreadsheets, electronic records, and administrative systems.
Ability to learn account-management tools and follow established access procedures.
Completion and submission of all mandated pre-employment documents and information.

PHYSICAL DEMANDS: Ability to reach above and below the waist
Ability to use fingers to pick, feel, and grasp objects
Some stooping, bending and twisting of the body
Ability to lift and/or carry supplies and/or papers weighing no more than 40 lbs.
Ability to sit, walk, stand, or move throughout the building, often for extended periods of the workday

SENSORY ABILITIES: Ability to read electronic and printed information and communicate effectively by telephone, electronically, and in person.

WORK ENVIRONMENT: Office environment with frequent interruptions, confidential information, and recurring deadlines.

Occasional travel between district locations.

TEMPERAMENT: Must possess excellent interpersonal skills

Professional, diplomatic, service-oriented, and dependable.

Maintains composure, discretion, and cooperative relationships.

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Strong writing, scheduling, recordkeeping, reconciliation, and follow-through skills. Handles sensitive student, staff, financial, and access information appropriately and uses administrative permissions only for authorized work.

Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.