



## Diocese of Fort Worth Position Description

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**Position:** TECHNOLOGY COORDINATOR  
**Date Revised:** July 29, 2019  
**Reports to:** Principal  
**Location:** Holy Trinity Catholic School  
3750 William D. Tate Avenue  
Grapevine, Texas 76051  
[www.fwdioc.org/employment](http://www.fwdioc.org/employment)

**The Diocese of Fort Worth, Texas** includes 90 Parishes, 1 Mission, and 19 schools. It stretches from Quanah, Texas just northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 1.1 million Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

**General Position Summary:** The Technology Coordinator fulfills the mission of the Catholic school by supporting the technology needs of the faculty and staff. The Technology Coordinator position has decision-making responsibilities within essential job functions, in keeping with school policies and in consultation with the school administration. The position is hired and evaluated by the principal.

### **Principal Accountabilities:**

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Maintains confidentiality regarding school matters
- Understands the goals of the Technology Plan and implements it, as directed
- Facilitates the evaluation and evolution of the Technology Plan
- Coordinates the maintenance, operation, management and configurations of school computers
- Performs all functions and procedures necessary to install and maintain school network hardware and software
- Establishes and maintains network security
- Facilitates the use of Renweb throughout the building and provides reports to administration and training for teachers
- Supports outside contractors in their work
- Develops and maintains network procedures to ensure regular system backups
- Maintains inventory of hardware, peripherals and software



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- Maintains hardware and repair history
- Troubleshoots software, maintains software library and documentation
- Advises on purchase of software and hardware
- Ensures that all software is properly licensed in the school
- Organizes trouble ticket system for faculty and staff and responds in a timely fashion
- Provides faculty and staff support and training for hardware, software, and network
- Communicates effectively within the school community
- Maintains current knowledge in the field
- Demonstrates professionalism in conduct, demeanor, and work habits
- Collaborates with peers to enhance the work environment and support instructional technology
- Advises the principal on technology issues and needs within the school
- Supports technology budget planning with the principal
- Assists the school's program for ensuring acceptable use
- Complies with laws and regulations regarding the use of technology and copyrights
- Assists with the evaluation of the faculty regarding technology proficiency
- Assists outside contracts in the repair or installation of new systems
- Prepares for and conducts end of year technology close out procedures, summer maintenance, and start of school preparation
- Assists with the planning, design, and installation of future expansion
- Complete regular continuing education in the field of technology

### **Typical Decisions and/or Recommendations Made in This Position:**

- The Technology Coordinator has decision making responsibilities within essential job functions, in keeping with school policies.

### **Supervision Given and/or Received:**

- The position is hired and evaluated by the Principal.

### **Internal Contacts:**

- Principal
- Assistant Principal
- Co-workers

### **External Contacts:**

- Parents/Guardians
- Students
- Potential families



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### Working Conditions and/or Physical Requirements:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work in standard classroom, office, and school conditions

### Travel Requirements:

- Some travel required, up to 1% (Diocesan In-service)

### Education and Experience Preferred:


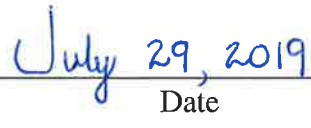
- Bachelor's degree in related field
- Experience in technology-related position

### Knowledge and Skills Preferred:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of computer science, computer education, and technologies
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously and respond to emergencies
- Skill in motivating others for new learning
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

**FLSA Designation:** Exempt

**Classification:** Full-time

 Position Description Approved By	 Date
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***Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.***