

Job Title: Information Systems & Development Coordinator
Department: Technology Department
Reports To: Director of Technology Data and Privacy
FLSA Status: Exempt
Salary Schedule: AA lane 02



SUMMARY

The Information Systems and Development Coordinator designs, plans, and coordinates deployment, management, and development of WCSD Information Systems (IS), manages Systems and Development team, designs, plans and coordinates the WCSD IT disaster recovery plan, monitors and improves the effectiveness of WCSD systems, data processes, and creates and modifies web-based applications by converting project requirements into code.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Creates an IS disaster recovery plan.

Coordinates integration of computing systems, data systems, load balancers, and server hardware.

Coordinates integration and deployment of backup systems.

Coordinates the development tools used for extracting, manipulating and reporting data in the various databases used by the district.

Coordinates the development and customization of district products, databases and services.

Coordinates the systems administration of district products, databases and services.

Coordinates the design, implementation, and integration of bare hardware and virtualized server systems.

Ensures that information systems are maintained and functioning

Follows industry standard development methodologies for each project by:

1. Confirming project requirements by reviewing objectives, input data, and output requirements with analyst, supervisor, and client.
2. Building project roadmap, including breakdown and sequence of tasks, creating database Entity Relationship Diagrams (ERD) and other diagrams, coordinating assignments with other team members, following up on and revising the roadmap as necessary.

3. Designing components of the application, including user interfaces, front and back end controllers and logic, choosing dependencies and connected services, and other necessary components.
4. Building and deploying the application by implementing designed components according to project requirements.
5. Confirming program operation by building and conducting unit tests, alpha and beta testing, verifying operation with analyst and client, and other testing methodologies.

Completes the following throughout all stages of a project:

1. Prepares reference for users by writing operating instructions.
2. Maintains historical records by documenting program development and revisions.
3. Ensures ongoing operation of applications by keeping dependencies up to date, continuously testing, patching security vulnerabilities, refactoring as necessary, and receiving feedback from clients.

Maintains client confidence and protects operations by keeping information confidential.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

Contributes to team effort by assisting in other assigned projects and tasks and completing other duties as assigned.

Maintains a high level of confidentiality and discretion.

SUPERVISORY RESPONSIBILITIES

This position will have supervisory responsibility over the employees assigned to the Systems & Development Team of the Technology & Media Department.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Understanding and experience with educational infrastructure, understanding and experience with the needs of teachers, staff and administrators in a public educational environment.

Demonstrated ability to communicate and train teachers and staff to effectively use educational technology software and systems.

Technical understanding and experience with LAN and multi-site WAN technology including security, Active Directory services, Internet connectivity, protocols, IP addressing, topologies, wiring specifications, routers, routing protocols, peripherals, switches, VLANs, etc. Technical understanding and experience with operating systems including Windows operating systems, Mac OS X, and Linux.

Demonstrated ability to organize and work effectively with other people.

Must be familiar with productivity software including word processing, spreadsheets, database, and desktop publishing. Skill with computer and network diagnostics.

HTML, PHP and other web-based applications skills are essential.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Strong written and verbal communication skills. Strong leadership skills and good interpersonal and organizational skills.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in a related field of study and 5 years' related experience or a combination of education and related work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle. The employee frequently is required to stand and walk; talk or hear; reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: Technology & Media Director II		Date: 05/09/2022
Approved By: Assistant Director, Human Resources		Date: 05/09/2022
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: Director of Technology Operations & Security	Date: 04/11/2025
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	