



North Central Ohio Computer Cooperative  
1495 W. Longview Ave., Suite 100  
Mansfield, Ohio 44906

### **Service Agreement for Assistant Technology Coordinator**

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This agreement made by and between Heartland Council of Governments, hereinafter referred to as Heartland-COG and Galion City School District hereinafter referred to as the Board.

Whereas, HEARTLAND-COG provides a wide range of computer services and expertise to numerous Ohio school districts including that of the Board, and

Whereas, the Board has need of a 1.0 FTE Assistant Technology Coordinator who can provide maintenance, research, development and other related services for both computer hardware and software application throughout its district, and

Whereas, HEARTLAND-COG can assign such a trained Assistant Technology Coordinator to the Board on a year-to-year basis.

Now, Therefore, in consideration of the terms and conditions contained herein the parties agree as follows:

1. HEARTLAND-COG agrees to and shall assign to the Board the services of 1.0 FTE Assistant Technology Coordinator hereinafter referred to as Assistant Technology Coordinator. The Assistant Technology Coordinator shall have the qualifications and perform the duties provided in the attached job description that is attached to and made part of this Agreement as Exhibit 1.
2. The Assistant Technology Coordinator shall be the employee of HEARTLAND-COG. The Assistant Technology Coordinator will be cooperatively selected by a team consisting of the HEARTLAND-COG Executive Director, the HEARTLAND-COG Manager of Network Operations, and the Board's Superintendent or his/her designee. The Assistant Technology Coordinator shall be under the general direction of HEARTLAND-COG. The Assistant Technology Coordinator shall perform his daily duties as described in the job description, Exhibit 1, as directed by the Board's Superintendent or designee as solely deemed necessary. The Assistant Technology Coordinator will be evaluated annually by HEARTLAND-COG personnel.
3. The Assistant Technology Coordinator shall commence his assignment to the Board July 1, 2016, and his services to the Board shall end June 30, 2017. While it is the intent of the Board to renew this agreement, renewal will be contingent upon the direction of the Board's Superintendent. This Agreement may be terminated by either party with 90 days notice of intent.

4. The Assistant Technology Coordinator shall work 40 hours each week. Actual hours of service will be provided and remain flexible to meet the scheduling needs of the Board. In the event the Board needs Assistant Technology Coordinator's services for any work week for more than forty (40) hours, then Board shall pay HEARTLAND-COG an additional amount equal to one and half Assistant Technology Coordinator's hourly rate for such additional hours.

In the event the assigned Assistant Technology Coordinator is on vacation or otherwise unable to work due to illness or other cause for more than 5 consecutive workdays, then HEARTLAND-COG shall provide a substitute Assistant Technology Coordinator who meets the qualifications of the job description, Exhibit 1. All matters of employment, including but not limited to discipline, shall be solely that of HEARTLAND-COG. Any and all concerns of the Board, its Superintendent or his designee concerning the work performance of the assigned Assistant Technology Coordinator shall be directed to the Executive Director of HEARTLAND-COG.

5. For consideration of the services rendered by HEARTLAND-COG to the Board, pursuant to the terms of this Agreement, the Board shall pay HEARTLAND-COG an amount not to exceed 54,601.79. Equal installment payments shall be made quarterly by the 15<sup>th</sup> day of every third month. The yearly amount of consideration for the renewal of this Agreement shall be negotiated between the parties in keeping with the notice deadline set forth in paragraph 3 of this Agreement. HEARTLAND-COG shall provide the Board an estimated cost for the renewal of this agreement by April 1 of the contract year.
6. THIS AGREEMENT may be amended from time to time as provided by the mutual written agreement of parties.

Signed and dated by the parties' respective authorized officers.

In the Presence of:

Heartland Council of Governments



\_\_\_\_\_  
Heartland-COG Executive Director

7/1/16

\_\_\_\_\_  
Date

Board of Education of Galion City School District

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

## EXHIBIT 1

### JOB DESCRIPTION

#### JOB DESCRIPTION

#### ASSISTANT TECHNOLOGY COORDINATOR

##### I. JOB OBJECTIVES:

- Administers the district's telecommunications and technology programs.
- Plans and implements strategies to enhance staff and student use of technology resources.
- Promotes an effective learning environment through technology.
- Encourages program innovations through integration of technology.
- Keeps the superintendent informed about emerging technology issues.

##### II. MINIMUM

##### QUALIFICATIONS:

- Bachelor's degree and/or Associate's degree in computer information technology or equivalent combination of training and work experience in computer science or closely related technology field.
- Strong organizational, planning, and project management skills.
- Availability to work irregular hours and/or a non-traditional schedule.
- Possesses the knowledge to maintain network technologies.
- Knowledge of and ability to deal with hardware, software, and use of technology on all platforms.
- Ability to provide staff development in the use of technology as an instructional tool.
- Strong interpersonal communication skills.
- Good health, high moral/ethical character, and good attendance record.
- Maintenance of valid Ohio driver's license.

##### III. ESSENTIAL

##### FUNCTIONS:

- Directs the implementation of the district's technology plan.
- Designs and oversees voice, data, and video (wired/wireless) network development.
  - Oversees the installation and maintenance of all network wiring and connections (e.g., servers, hubs, routers, voice and data switches, etc.).
  - Assists in maintaining file servers (e.g., users and groups, space allocations, backups, etc.) for local area networks (LAN)/
- Coordinates the selection, bid process and purchase of technology equipment, software, and supplies.
  - Oversees the maintenance and routine cleaning of equipment. Makes or arranges for repairs. Keeps work areas orderly. Maintains repair records.
  - Monitors the performance of contractors/vendors relative to telecommunications and technology.

- Receives, inspects, and tests equipment and software before distributing to staff. Notifies and orients staff about new acquisitions.
- Assists tech coordinators in identifying and recommending new funding opportunities to obtain technology equipment, infra structure and software. Complies with all required reporting procedures and requirements.
  - Prepares competitive bid specifications when necessary.
- Maintains an inventory control system including date installed, location and value.
  - Authorizes the disposal of outdated or nonfunctional equipment and other fixed assets following board-approved procedures..
- Maintains a secure network of technology infra structure to control all electronic file servers and communications over the LAN..
- Supports program innovations through the use of technology.
- Administers the board-approved budget for assigned areas of responsibility.
- Supervises building level technology support positions, if hired.
- Participates in NCOCC Coordinators meetings.
- Promotes the effective use of available technology in records management and instructional activities.
  - Upholds computer technology acceptable use policies.
  - Develops procedures that promote the proper use, care, and security of technology resources (e.g., consent forms, routine preventative maintenance, record keeping, storage, etc.).
- Monitors compliance with all licensing agreements.
- Oversees the provision of effective district-wide help desk services.
- Participates in staff orientation processes as directed.
- Maintains the confidentiality of privileged information.
- Other duties as assigned by the Superintendent or his/her designee.

IV. Contract length: 12 months (Contracts may be prorated)

V. WORKING CONDITIONS: In complying with requirements of this position, employees may experience the following:

- Duties that require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties that require lifting, carrying, and moving work-related supplies/equipment.
- Duties that require operating and/or riding in a vehicle.
- Duties that require traveling to meetings and work assignments.
- Duties that require working in proximity to moving mechanical parts.
- Duties that require prolonged use of a computer keyboard and monitor.
- Duties that require wearing protective clothing and using safety equipment.
- Duties that require working under time constraints to meet deadlines.