

JOB DESCRIPTION

Job Title	IST Project Coordinator	Job Title Code	182471
Reports to	Manager, IST Program Management Office	Wage/Hour Status	Exempt
Dept/School	Information Technology (IT)	Pay Grade	506
		Date Revised	May 2, 2025

Primary Purpose

Coordinate and support a variety of district-wide technology projects, contracts, plans, and fiscal operations. Core responsibilities include oversight of technology innovation initiatives, strategic planning, Information Security & Technology (IST) governance, service management, contingency and technology planning, and research and evaluation efforts. This position also manages federal and state technology funding sources, including E-Rate, and supports the long-term development and implementation of technology, infrastructure, device, and budget strategies across the district.

Education/Certification

- Bachelor's degree in Information Technology, Project Management, Business Administration, or related field (preferred).

Knowledge/Skills/Abilities

- Strong knowledge of project management principles, budgeting, and procurement
- Familiarity with K–12 education technology and related compliance requirements
- Excellent organizational, communication, and interpersonal skills
- Ability to manage multiple projects simultaneously with attention to detail and deadlines.
- Demonstrated knowledge of school district procurement methods such as Requests for Proposals (RFP's), Competitive Sealed Proposals (CSP's), informal quotations, collaborative partnerships, and Texas DIR contracts
- Knowledge of district contracts, Board and legal documents and processes
- Familiarity of the federal E-rate program, including the E-rate application process, procedures, regulations, forms, and deadlines
- Strong skills set in accounting, budget, contract formulation and management
- Ability to manage the budgeting, cost allocations, and inventory processes and procedures
- Demonstrated knowledge and experience in the acquisition, evaluation, and management of technology purchase orders, procurement requests, invoices, and billing processes
- Keen skill sets in vendor management and contract negotiations
- Astute ability to organize, plan and prioritize work to develop and attain goals
- Skill in utilizing a wide range of technology tools, including spreadsheets, databases, graphics, schematics, multimedia, flowcharts, blueprints, presentations, and project management software.
- Proficient in Microsoft Office Suite, Google Suite, web-based tools, SharePoint, and content management systems

Experience

- Three (3) or more years of experience in IT project coordination, technology program management, and/or budget, procurement & contract process management.
- Experience managing technology budgets, grants (e.g., E-Rate), fiscal operations, inventories strongly preferred.

Major Responsibilities and Duties

Technology Innovation & Project Coordination

1. Coordinate and manage the planning, execution, and evaluation of district-wide technology initiatives and innovation projects.
2. Ensure alignment of technology projects with the district's strategic goals and educational mission.

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3. Track and report on project timelines, milestones, deliverables, and risks.
4. Facilitate cross-functional collaboration and ensure effective communication among departments and stakeholders.

Resource and Budget Administration

5. Monitor and manage project and departmental budgets in collaboration with finance and procurement departments.
6. Coordinate technology procurement, including bid processes, contract management, and vendor relations in accordance with district, state, and federal regulations.
7. Compose bids/RFP/CSP for the procurement of technology equipment and/or software and develop evaluation criteria for such procurement methods.
8. Assist in forecasting future technology needs and budgets, including refresh cycles and lifecycle planning.

Grants and Funding Management

9. Coordinate the application, reporting, and compliance monitoring for federal and state technology-related grants such as E-Rate and other funding sources.
10. Ensure compliance with funding regulations and maintain accurate records, required documentation, grant activities and expenditures.
11. Monitor expenditures, procurement and reporting requirements for all technology-related funding sources adhering to district standards.
12. Liaise with grant agencies and internal stakeholders to ensure effective use of funds.

IST Governance, Compliance and Strategic Planning

13. Support governance processes related to technology policy, standards, project prioritization, change management and compliance tracking.
14. Contribute to the development and implementation of long-term technology strategic plans.
15. Maintain awareness of and ensure adherence to local, state, and federal regulations related to technology use and funding.
16. Prepare and submit documentation required for audits and regulatory reviews.
17. Assist in the creation and maintenance of contingency and disaster recovery plans for critical technology systems.
18. Support, maintain, monitor, and update the district's technology, contingency, strategic plans, cybersecurity policies & framework, IT Service Catalog, and initiatives
19. Participate in technology needs assessments and gap analyses.

Service and Catalog Management

20. Maintain and update the district's technology service catalog and coordinate service delivery processes.
21. Support service level agreements, performance metrics, and customer satisfaction initiatives.
22. Facilitate service lifecycle processes, from introduction and maintenance to retirement of IT services.
23. Assist in the adoption of the Information Technology Infrastructure Library (ITIL) and other notable technology frameworks and practices to create efficiencies.

Research, Engineering and Evaluation

24. Research and evaluate emerging technologies, industry trends, best practices, and recommend solutions aligned with district needs.
25. Support pilot programs and evaluation of new tools, platforms, and methodologies.
26. Collaborate with instructional and technical staff to assess technology solutions for effectiveness and scalability.

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Safety & Security

27. Implement and adhere to the CIPA & FERPA standards, State Board of Education rules, local board policy, and other state & federal laws pertaining to safeguarding student data, internet security, student technology safety, and continuously remain abreast of cyber & technology security laws and programs associated with Texas school districts.
28. Maintain a professional level of confidentiality concerning personnel and student information.

Communication and Stakeholder Engagement

29. Serve as a liaison between IT, academic departments, and administrative units to ensure clear communication and stakeholder involvement.
30. Prepare and deliver project updates, reports, and presentations to leadership and stakeholders.
31. Facilitate collaboration among cross-functional teams to support project goals and change management initiatives.

Additional Responsibilities

32. Sustain and adhere to IT Professional's Code of Ethics and Standards of Conduct.
33. Attend professional & leadership growth opportunities and maintain a broad and current knowledge of emerging technology, innovation, equipment, and systems.
34. Maintain accurate records, reports, and documentation as required
35. Participate with development, implementation, and testing of a disaster recovery plan, intrusion and other security assessments and serve as a member of the district contingency task force.
36. Provide optimal customer service to all students, employees, parents, community members and stakeholders and assists in community awareness of district technological goals and programs.
37. Stay updated on evolving technology trends and integrate relevant advancements.
38. Provide a friendly, safe, timely, quality driven setting responsive to the district and community needs.
39. Support the goals and objectives of the district and comply with policies established by federal and state law, State Board of Education rule, and local board policy.
40. Uphold and adheres to safety rules and polices of the EPISD ISD safety program.
41. Attend work on a regular and routine basis to avoid disruption to district technology operations.
42. Perform other duties as assigned by the supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Repetitive hand motions and prolonged use of the computer. Frequent district-wide travel. Occasional prolonged and irregular hours, with availability for emergency coverage. Work with frequent interruptions. After-hours/holiday/weekend work for upgrades, maintenance, troubleshooting and projects.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____



EL PASO
INDEPENDENT
SCHOOL DISTRICT

JOB DESCRIPTION

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.