

Job Title:	Special Systems Coordinator	Wage/Hour Status:	Daily, Exempt
Reports to:	Technology Director	Pay Grade:	506
Dept. /School:	Information Technology	Date Revised:	March 28, 2023

Primary Purpose

Responsible for District public safety and special systems, communications and electronics to include coordination, programming, installation, maintenance of surveillance, security, dispatch, access controls, video, data, network and radio communications, systems and infrastructures. Coordinate emergency, security, and safety network servers, troubleshoot, analyze, and resolve difficult and complex issues. Design special systems infrastructures to include facilities and schools cable plants, networks, backbone, and applicable special communications systems.

Qualifications**Education Certification**

Bachelor's Degree and Five (5) years experience in Public Safety, Emergency Management, Engineering, Technology, Technical & Security Communications, or related field (preferred)

OR

High school diploma/GED and Ten (10) years experience in public safety, emergency management, engineering, technical and security communications, surveillance, security, audio, video & technology systems; networking and audio system maintenance, access controls, project management, camera and video apparatuses, servers, communication switches, electronics, computing and infrastructure platforms.

Technical certification(s) such as Cisco or Microsoft certification courses or similar specialized in technology, networking and/or electronic coursework may be substituted for Two (2) years of experience.

Valid Texas/New Mexico driver's license, insurable by the district's auto liability insurance carrier; subject to district's drug and alcohol screening policy and regulation

Special Knowledge/Skills

- Proficient with different types of alarm systems, recording devices/servers, video & camera systems and encoding methods
- Knowledge of public safety, emergency management, crime prevention and investigative techniques
- Understanding of modern radio & wireless communication technologies and best practices
- Understanding and ability to install, maintain and support Public Safety equipment and technology
- Knowledge of standard encoding methods for evidence delivery to law enforcement agencies
- Strong knowledge of computing systems & hardware, configurations, and maintenance.
- Ability to diagnose and evaluate system issues and recommend the proper action for resolution
- Strong knowledge of cloud computing, device operating systems and applications.
- Demonstrate understanding of various operating systems to include MS Windows, MS 365, Active Directory, Google, and Apple.
- Ability to install, maintain and repair system, computing devices, peripherals, and classroom technologies.
- Strong knowledge of interactive devices, peripherals, and classroom technology preferred
- Demonstrated knowledge of voice, video, data equipment and networking components
- Ability to install, troubleshoot, repair and maintain network cabling and associated hardware as assigned
- Strong knowledge of networking topologies, systems, wireless, and related technologies
- Effective management and organizational skills
- Proven ability to maintain a structure and customer service-oriented work environment and be able to work and collaborate effectively as a team player
- Demonstrate ability to effectively communicate with district employees and public
- Ability to exercise independent judgment and discretion in carrying out duties and responsibilities

- Strong customer service, organizational, communication, and interpersonal skills, organizational skills, and effective oral and written communication/public relations skills.
- Knowledge of conflict management strategies for virtual and hybrid teams.
- Excellent problem-solving and critical-thinking skills.
- Ability to manage multiple tasks and meet deadlines.
- Ability to think creatively and put ideas into action.
- Ability to make presentations to large audiences.
- Personal integrity, honesty, and the ability to maintain confidentiality.
- Understanding of the mission, goals, and objectives of EPISD.

Major Responsibilities and Duties

1. Coordinate the district surveillance systems (software and hardware) and provides surveillance automation district-wide to include training and access management.
2. Maintains the security and access controls servers to include user management
3. Oversee installation, configuration, maintenance, troubleshooting, repair and replacement of both the analog and digital IP surveillance systems and devices, to include cameras, video encoding servers and communications systems
4. Coordinate the District radio interoperability systems and infrastructure to include district dispatch technology systems & equipment, campus radio communications, and FCC license reporting requirements
5. Provide review and investigate surveillance footage support with the highest level of discretion pertaining to District- wide incidents & investigations.
6. Assist in the research and implementation of physical security systems and/or protocols.
7. Coordinate with campuses & departments for physical security system installations, relocations or other activities to ensure a smooth installation/transition.
8. Participate in professional development activities as required by the District.
9. Develop, implement, and deploy physical security related equipment and controls, to include access controls, intrusion detection, panic buttons, surveillance cameras and equipment needed for full operability of the District's physical security systems.
10. Plan and configure the campus emergency and safety communications systems notifications to management and first responders
11. Manage the campus and facility Network Video Door Station security surveillance camera and communication device systems district wide.
12. Responsible for the campus visitor management system
13. Maintain and administer surveillance storage and network video recording servers
14. Provide user support for the software and hardware related computer issues related to the daily operations of the District Special Systems Infrastructure
15. Maintain the Special Systems communications interoperability equipment
16. Train and support district surveillance operators, dispatchers, campus principals and administration staff
17. Assist in the research and implementation of physical & technology security systems and/or protocols
18. Install cameras for Special Education via request and save recordings in accordance with established directives. Assist in any investigation as directed.
20. Perform installation of special system interconnectivity and cabling infrastructure platforms
21. Coordinate, schedule, and setup for campus/department innovative technology special systems.
22. Partner to support district events to include Graduations, Teacher of the Year, Convocation, Robotics, Drones, eSports, and other district events upon request.
23. Read and interpret blueprints, schematics and technical specifications required to perform equipment installations and repairs.
25. Collaborate with other relevant departments on projects, installations, relocations or other changes that must be performed
26. Evaluate and stay abreast new special systems models and specifications and provides recommendations for upgrades to management
27. Coordinates with vendors on parts, equipment, and pricing
28. Maintains accurate and update to date special systems documentation and develops schematics and drawings of special systems infrastructure

29. Responsible for assigned district vehicle, vehicle inventory, materials, tools and documentation necessary in the performance of duties
30. Make routine decisions under general supervision in accordance with established priorities and policies; refers major decisions to supervisor

Other Responsibilities

31. Participate in professional development activities as required by the District.
32. Follow established safety procedures to perform job duties; support District/department goals
33. Maintain a professional code of ethics and professionalism approach to job duties as assigned
34. Support the goals and objectives of the school district and follows district policy
35. Maintain a professional level of confidentiality concerning personnel and students
36. Ability to attend work on a regular and routine basis to avoid disruption to district operations
37. Operate tools and equipment according to prescribed safety procedures
38. Follow established safety procedures and techniques to perform job duties, including climbing and carrying
39. Provide optimal customer services to the students, employees, parents, community members and any stakeholders of the district
40. Attend meetings, staff developments and school functions as directed
41. Performs any other duties as assigned by supervisor

Supervisory Responsibilities

Supervise, assign, and evaluate staff and contracted service providers

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. Must be able to lift, carry, push and/or pull up to fifty (50) pounds frequently; work under inclement weather conditions; exposure to extreme temperatures, chemicals and loud noises; be adaptable to work a shift schedule and/or hours than regularly assigned; extended periods of walking, standing, bending, reaching, kneeling, stooping, heavy lifting and carrying. Work indoor and outdoor. and around moving objects or vehicles; ladders or scaffolding.

Terms of Employment

226 days; daily rate 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: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.