

| POSITION Systems Coordinator

| LOCATION Central Office

| GENERAL DESCRIPTION

The Systems Coordinator serves as the "digital glue" of the District, ensuring our technical infrastructure and communication hubs operate without friction. By bridging the gap between complex technical systems and the staff who rely on them, you ensure that information flows accurately and efficiently across all departments.

Core responsibilities include managing account lifecycles—covering everything from badging and passwords to multi-factor authentication—and maintaining the software that powers grading, student fees, and leave management. You will work hands-on within environments like Active Directory and QuickBase, troubleshooting technical hurdles and collaborating with the IT team to maintain robust system security.

An ideal candidate for this role is a proactive collaborator who maintains a positive, service-oriented mindset while managing multiple technical priorities. They bring technical expertise, project management skills, and a strong commitment to leveraging technology to support organizational goals and improve operational efficiency.

| QUALIFICATIONS

- High School Diploma and at least 2 years of experience in planning, implementing, and maintaining technology systems to support organizational objectives;
- Computer expertise appropriate to the position;
- Ability to self-manage and exercise independent judgment;
- Ability to maintain complex and confidential records with attention to detail;
- Willingness and ability to work as a team member;
- Effective and demonstrated troubleshooting, project management, customer service, problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

| STARTING DATE As Soon as Feasible

| SALARY \$80,066 – 104,100 with placement based on experience

| BENEFITS Includes medical, dental, vision, and life insurance; tuition reimbursement

| WORK YEAR 230 days - 8 hours/day

| DEADLINE Internal: February 23, 2026; External: Until Filled

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