



## **Job Posting: Technology Coordinator**

Fairlawn Local Schools | Sidney, OH | Rural District (approx. 600 Students / 80 Staff)

**Position Type:** Full-Time (260 Days), Administrative

**Salary Range:** Negotiable based on training and experience

**Closing Date:** April 17th, 2026

### **About Us**

Fairlawn Local Schools is a tight-knit, rural school district committed to fostering an engaging learning environment for our 600 students and supportive working environment for our 80 staff members. We are considering a transition from a Microsoft environment to Google Workspace for Education, aimed at modernizing our technology infrastructure over the next two years.

### **Job Summary**

We are seeking a proactive, "hands-on" Technology Coordinator to manage all aspects of our technology program. The successful candidate will be the primary troubleshooter for hardware, software, network, and account management, while providing high-level customer service to staff, students, and community members. This position is ideal for someone who enjoys building relationships, solving complex technical challenges, and leading a district through a major digital transition.

### **Key Responsibilities**

- Infrastructure & Troubleshooting: Maintain, troubleshoot, and support district hardware, software, network connectivity, and servers.
- Transition to Google: Lead the strategic migration from Microsoft Office to Google Workspace for Education, including data migration, account management, and training.

- 1:1 Device Management: Manage student Chromebook/laptop 1:1 program, including repair, deployment, and inventory tracking.
- User Support & Training: Provide exceptional customer service and on-site technical support to staff and students. Provide professional development and training to staff and community members.
- Budget & Procurement: Manage the technology budget, research, procure, and maintain inventory of equipment and software licenses.
- On-Call Support: Serve as the primary contact for after-hours technical issues to ensure district operations.

### **Required Qualifications**

- Minimum of a two-year degree in Computer Science, Information Technology, or a related field (Four-year degree preferred), and/or five (5) plus successful years of experience in technology support or management.
- Strong knowledge of Microsoft 365 and Google Workspace for Education.
- Experience working with iPads, Android tablets and other handheld devices.
- Knowledge and experience with Ohio Cyber Security requirements.
- Strong troubleshooting skills in networking, Windows, and Chrome OS systems.
- Excellent written and verbal communication skills.
- Highest level of customer service orientation.
- A team-first oriented person who is a solutions-based problem solver.
- Willingness to be on call after hours for urgent issues.

### **Preferred Qualifications**

- Experience in a K-12 educational environment.
- Experience in migrating environments (Microsoft to Google).
- Google Certified Educator/Administrator (preferred)

### **Physical Requirements**

- Ability to lift up to 50 lbs (computers, servers).
- Ability to kneel, crawl under desks, and climb ladders for cabling/troubleshooting.

## **Benefits**

- Sick days, Vacation days; Personal days; Health, dental and vision insurance available;  
Retirement system contribution (SERS)

## **How to Apply**

Interested applicants should submit a cover letter, completed application (see link below) and resume to:

John Holtzapple

holtzapple@fairlawn.k12.oh.us

[Certified Application.docx](#)

*Fairlawn Local Schools is an Equal Opportunity Employer.*