

Director of Technology

Reports to: Business Manager

Qualifications

The Director of Technology should possess:

Technical Skills:

1. Knowledge of DOS, Windows, and AS/400 operating systems.
2. Knowledge of, but not limited to, various software packages such as SIS, Microsoft Office, Accelerated Reading, and Internet Explorer.
3. Ability to manage Novell and Windows networks.
4. Experience as troubleshooter regarding technology used with PC's, networks, and communications.
5. Willingness to keep abreast of current technology.

Personal Skills:

1. Strong organizational skills and ability to effectively schedule multiple projects or tasks to meet simultaneous deadlines.
2. Ability to maintain positive approach despite conflicting deadlines, shifting priorities, and simultaneous work demands.
3. Ability to develop positive working relationships with technical and nontechnical users.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Provide an advanced level of technical expertise in technology planning; developing standards; and supporting personal computers, local area networks, wide area networks, television, communications, and related technologies within the district.
2. Coordinate the installation of networks, hardware, software, television, cable, satellite, telephone and related technologies.

Director of Technology (cont.)

3. Coordinate technical assistance on technology-related equipment and software.
4. Maintain local and wide area networks.
5. Maintain electronic mail service and Internet connection.
6. Maintain the AS/400 system and administration software, including SIS.
7. Maintain television, cable, and satellite systems.
8. Maintain the telephone, intercom, and bell/clock systems.
9. Interface with vendors on technology purchases.
10. Work with the Technology Committee to develop, maintain, and implement the Technology Plan.
11. Recommend appropriate hardware and software to complement the technology plan.
12. Research and make recommendations regarding technical options available that will benefit the students and staff of the district.
13. Aid teachers in lesson preparation and coordinating technology applications with instructional goals.
14. Work with the Curriculum Committee to implement technology into the curriculum.
15. Organize training programs on the use of software applications, hardware, and specialized technology equipment.
16. Assist in training students on hardware, software and specialized technology.
17. Maintain equity and consistency of technology throughout the district.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Director of Technology (cont.)

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Business Manager. The Director will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Business Manager.

Type of Position

12 months, Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.