

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT  
JOB DESCRIPTION

Job Title: Classified – Director of Technology

Reports To: Superintendent

Approved by: Board of Education

Approval Date: June 9, 2020

POSITION SUMMARY:

The Director of Technology will be responsible for maintaining the entire district technology operation, working with vendors/contractors, assist in creating technology plans for the future, and ensure the filing of appropriate documentation for E-Rate.

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED) plus extensive computer knowledge, including:

1. Hands-on hardware troubleshooting experience
2. Maintenance/repair skills for computer and peripherals
3. Appropriate training and/or background in voice, data, and video technologies, or a strong desire to acquire the above-listed competencies
4. Experience in an educational setting is desirable
5. Experience with technology including personal computer operations and the ability to operate a variety of software programs
6. Experience with wireless networks and networking is preferred
7. Experience with Google Suite for Education is preferred
8. Experience with planning and executing projects from start to finish preferred
9. Experience with administering a Microsoft Active Directory and Windows Server environment

QUALIFICATIONS:

1. Must be proficient in written and oral communications
2. Demonstrates sincere desire to be service-oriented to the corporation staff
3. Ability to work collaboratively in a team-oriented environment
4. Strong interpersonal communications, relationship building, and organizational skills
5. Able to read and understand technical manuals, procedural documents, and OEM guides
6. Self-motivated and directed, with the ability to effectively prioritize and multitask
7. Certification relevant (A+, Google Admin, Project+, etc.) to the position and the desire to improve education to benefit the corporation
8. Ability to supervise the Computer Technician effectively
9. Ability to create relationships with vendors to ensure positive business relationships

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Configure, maintain, troubleshoot, and repair technology equipment such as a computer, computer hardware, printers, projectors, scanners, telephones, iPads, laptops, and other associated peripherals.
2. Install and configure software applications used by the corporation onto corporate computers.
3. Troubleshoot and/or resolve staff and student issues with technology equipment, network connectivity, and software applications.
4. The Director of Technology will monitor and resolve network connectivity issues. Elevate issues to the engineering staff as needed.
5. Perform periodic preventive maintenance/cleaning on technology equipment.
6. Perform health checks on corporation servers and infrastructure equipment as needed to maintain uptime and reliability.
7. Maintain the corporation technology inventory system and perform inventory audits as needed.
8. Coordinate with engineering staff on server installs, network upgrades/repairs, battery backups, and other pieces of infrastructure.
9. Manage electronic-based access for staff, students, and parents.
10. Work with staff and administration on designing, testing, and implementing new technology tools as needed.
11. Be available to parents and the community on questions regarding technology usage.
12. Perform security audits in conjunction with engineering staff to ensure network security.
13. Work with vendors to order and install equipment as requested by teachers, administration, and the Superintendent.
14. Submit paperwork for software renewal in a timely manner to prevent downtime with services.
15. Complete and submit documentation for E-Rate projects in a timely manner.
16. Assist with creating and filing technology plans for the district and ensure that these plans are carried out as intended.
17. Assist administration with investigations into technology misuse and ensure that anything suspicious is reported immediately.
18. Function as the district's Technology representative for state standardized testing.
19. Create reports (such as E-Waste, Surplus, and item requests) and present them to the Superintendent.
20. The Director of Technology will support staff and students by creating training material, creating and hosting professional development events, and maintaining professional development tools (i.e., Pyxis).
21. Serve as a backup point of contact for PowerSchool, Canvas, and assist Data Specialists as needed.
22. Assist with maintaining cameras, access control, and other security tools.
23. Supervise the Computer Technician and their job-related functions.
24. Develop and implement staff and student Acceptable Use Policies, and the technology handbooks.
25. Attend meetings as a representative of the technology department as needed.
26. The Director of Technology will complete other duties as assigned by the Superintendent.