LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - TECHNOLOGY DIRECTOR

QUALIFICATIONS

Hold Master of Education degree or experience in other related disciplines with a minimum of five years in technology management.

Hold or be willing to obtain Pennsylvania Instructional Technology Specialist Certification.

Have expertise in LAN, WAN, networking, and server configurations.

Possess experience in troubleshooting hardware in multiple platforms.

Knowledge of relational database management and related software management.

Willingness to coordinate and teach staff through classroom, one-on-one, and inservice trainings.

Possess a high level of interpersonal skills, the ability to be creative, flexible, persuasive, and to deal courteously and tactfully with fellow staff members, all District personnel, students, parents, members of the general public, and the media.

AUTHORITY

Be responsible to the Assistant Superintendent for the performance of all assigned duties.

Work in a staff relationship with all professional staff members.

Work in a line relationship with all staff members regarding the performance of the responsibilities outlined for the Technology Director.

Supervise and evaluate all non-certified technology staff members.

Provide leadership and manage the implementation of technology for administrative and instructional applications.

Lead, maintain, and develop the Lampeter-Strasburg Local Area Network (LAN) and public Internet access.

Maintain and manage all District servers, storage, and network infrastructure.

Manage and maintain the L-S LAN to meet all national, state, and local laws governing technology use.

Provide vision, leadership, and direction for emerging technologies to meet the developing needs of the District.

Provide inservice training for staff in the use of available technology and software applications.

Develop expertise in and supervise school support personnel in each building who serve as the first line of technology support for District staff.

Stay abreast of current trends in the field of technology and share information with appropriate persons.

Grow professionally through attending appropriate workshops, seminars, and conferences related to technology.

Observe programs in other districts to learn about various technological practices.

Attend technology coordinators' meetings at Intermediate Unit 13.

Meet regularly with principals to assess their needs and advise them on matters related to technology.

Interpret and communicate the District's use of technology plan to staff, parents, and community.

Prepare and manage technology budget and approve all technology-related purchases.

Continually investigate ways to use technology more efficiently to complete day-to-day administrative and management tasks.

Maintain an inventory of the District's technology hardware and software.

Supervise the repair, maintenance, and distribution of all District technology equipment and supplies.

Serve as a resource person for all professional and clerical staff in the purchase and maintenance of technology software and hardware.

<u>EVALUATION</u>

Evaluation will be conducted annually by the Assistant Superintendent in the areas of domains and goals.