

MIDWESTERN INTERMEDIATE UNIT IV

TITLE:	Assistant Director of Technology	DATE:	May 25, 2022
		REVISED:	November 13, 2023
REPORTS TO:	Director of Technology and Information Services	APPROVED BY:	Board of Directors
JOB SUMMARY:	The Assistant Director of Technology and Information will assist the Director of Technology in providing support, supervision, and leadership to Midwestern Intermediate Unit IV, and its constituent school districts and partners in support of the education community's technology needs. Provide curricular advice on the application of instructional technology into curricular planning and instructional design.		

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Support the Director of Technology in the management of contracted services with school districts, intermediate units and other agencies.
2. Assist the Director of Technology with the following: Supervise, schedule, assign, evaluate, and train assigned members of the Technology and Information Department.
3. Develops, coordinates, and provides training including workshops and classes on instructional and administrative applications and any related technology for internal and external personnel.
4. Provides technical support and assistance regarding software and internet applications, computer technology, and the general instructional use of technology in the office and classroom environments.
5. Provide instruction on technology and computer systems to new employees and technology use policies to staff and students.
6. Maintains a professional, confidential and ethical relationship with all constituents (administrators, colleagues, faculty, parents, students, and others).
7. Manage the technology help desk to ensure timely completion of technology issues.
8. Attend and actively participate in meetings as required.

9. Remains educationally informed in related PDE regulations and state/national standards through continued professional study and attending workshops and conferences.
10. Provide curricular advice on the application of instructional technology into curricular planning and instructional design.
11. Performs related duties, special assignments and projects as assigned by the Director of Technology and Information Services.

QUALIFICATIONS:

- Five (5) years experience in technology is required
- Pennsylvania certification in instructional technology
- Bachelor's degree in computer science or other applicable degrees or an equivalent combination of experience and education required
- Familiarity with desktop, notebook, handheld and server computer hardware; familiarity with local and wide area network design, implementation and operation; familiarity with operating systems; familiarity with various disciplines within information technology including but not limited to networking, applications, quality assurance, infrastructure, servers; knowledge of various office productivity software programs including word processing, databases, spreadsheet programs and communications software
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, kneeling, bending, and twisting of the body required

- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various technology equipment
- Ability to operate various office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)