

integration, next generation planning and technology testing.

13. Coordinate the operation of the repair services.
14. Facilitate the integration of technology into curriculum and instruction and ensure that technology meets the needs of students.
15. Perform other duties as assigned by the Executive Director and Assistant to the Executive Director.

QUALIFICATIONS:

- Eight to ten years experience in technology required
- 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
- Must have valid driver's license
- 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 75 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:

- Possess excellent management, organizational, planning and interpersonal communication skills.
- Possess excellent verbal and written communication skills.
- Possess the ability to develop and present material to groups and individuals.
- Possess the ability to interact with individuals at all levels of the organization.
- Must possess excellent supervisory 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.)