

SEDALIA SCHOOL DISTRICT #200

Job Title: Technology Director

Job Overview

- Certified/Licensed Staff: Technology Director Salary Schedule
- 250 days as set in the annual calendar
- Reviewed annually and recommended for employment determined by April 15
- Reports to Assistant Superintendent of Personnel & Support Services

Education Requirements

- Bachelor's Degree (Master's Degree preferred)
- Teacher Certification by the State of Missouri. Certification and professional experience in Business Education/Educational Technology is preferable.

Knowledge/Skills Requirements

- Three or more years of classroom teaching
- Demonstrate exemplary technology assistance and support as well as possess a deep understanding of educational technology. This support includes but it not limited to Network Administration, Hardware Administration and Software Administration.
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Employed in March with contract effective July 1
- Vacations, leave policies and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with Administration and staff throughout the district

Responsibilities and Duties

- Assist with general maintenance to keep network running smoothly
- Assist with diagnosing and fixing of network problems
- Assist with coordination of computer and network-related repair requests with appropriate district personnel
- Work with school staff providing on-site professional development, technical assistance and support to staff as they implement technology services throughout the district
- Assist with the management and evaluation of the school district's technology program to ensure the highest level of quality. This will include but will not be limited to achieving the goals as outlined in the current Sedalia School District #200 Technology Plan.
- Assist with technology leadership for the entire school district
- Assist with inventory of all district-wide software, hardware and all devices
- Assist with the preview, recommendation and selection of software
- Manage the installation of software where needed

- Management of district phone and intercom systems in conjunction with Maintenance and Safety & Security
- Provide additional assistance and trouble shooting when software is not working as expected
- Assist with maintenance of recordkeeping of hardware locations, quantities, types, etc.
- Assist with maintenance of all equipment
- Attend local training and informational sessions on technological advances
- Assist in the development of customized training for the school or group of specified staff when routine training does not meet the need
- Attend summer training sessions
- Maintain a technology manual
- Keep records of tasks performed
- Cooperate with District Office Administrators in the formulation and planning of district policies and procedures
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Assistant Superintendent – Personnel & Support Services.

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.