

Inter-Lakes School District Job Description
--

Position Title: Technology Director

Classification: Administrator

Reports To: Superintendent of Schools

Terms of Employment: 260 days per year, Salary - Exempt

GENERAL SUMMARY

Under general direction of the Superintendent, plans, develops, implements, directs, reviews and evaluates the programs and activities related to instructional and information technology. Programs and activities include use of technology to improve staff productivity and student learning; use of technology to maintain data and meet reporting requirements; coordination of purchase, installation, repair and use of electronic equipment, software, and computers; coordination of staff training to optimize technology use; development, oversight of district technology budget; and serve as the district network administrator. Takes initiative in developing and implementing a district- wide technology plan. Promotes and facilitates the use of technology as an education directive.

POSITION REQUIREMENTS

It is expected that the Director will possess a Master's degree in Information Technology/Education Technology or related field and at least five years hands-on experience building and maintaining LANs and WANs, administering servers and systems, computer selection and operation, instructional software selection and installation and system administration.

Ability to develop and manage technology budgets and to supervise technology staff. Strong leadership, teambuilding, communication and customer service skills.

Wide-ranging knowledge of Google Applications, Windows, Mac OS X, and MS server and client operating systems. Broad range of experience with software implementations, videoconferencing systems, audio-visual systems and other related instructional technologies.

Aptitude for problem solving as it relates to network and system design and troubleshooting.

Ability to effectively train technology users in software/hardware selection and use, both one-on-one and in groups, ability to analyze and solve technology problems.

DUTIES AND RESPONSIBILITIES

- Promotes and supervises the effective, equitable and efficient use of technology to enhance the educational processes for all Inter-Lakes School District users.
- Conducts planning and research necessary to keep networks, computer and other technology systems up-to-date and meeting the needs of the users, both instructional and management. Includes identifying needs, project planning, researching options and costs, determining specifications, recommending software/hardware systems, and providing on-going support for users.
- Remains current in existing and newly emerging technologies in the areas of software, hardware, LAN and WAN, telecommunications, interactive video/audio technologies, networks, microcomputer based technologies, switches, and other equipment indigenous to the technology environment.

- Supervise all technology department staff.
- Oversees and coordinates the “first response” technicians who will assist with troubleshooting computer and network problems.
- Demonstrates expertise in assisting end-users in the selection of technology products. Provides the appropriate classroom technology to obtain, organize, manipulate, evaluate and communicate information in the learning environment.
- Maintains software/hardware inventory for all district schools. Receives, registers and distributes new hardware and software.
- Maintains network LAN management functions for information security, authorization and access, and WAN connectivity. Performs software/hardware and networking installations.
- Management of multi-platform system in 1:1 and BYOD environments.
- Works with the Curriculum Director to develop and oversee a district-wide program for computer and other technology training.
- Adheres to and promotes adherence to the Inter-Lakes School District Technology Acceptable Use Policy.
- Applies ethical and legal standards in planning and implementing technology.
- Organizes and chairs the Inter-Lakes Technology Committee.
- Oversees E-Rate and other technology-related programs. Oversees the implementation and updating of the Inter-Lakes School District Technology Plan.
- Prepares and manages the Inter-Lakes School District technology budget.
- Review and approve all timesheets for payroll processing.
- Initiate purchase requisitions and follow through purchase order process to approval of payment.
- Complete the Crowd Manager Course and maintain active certification.
- Performs other tasks and assume other responsibilities as may be assigned by the Superintendent.

EVALUATION

Annual evaluation to be completed by the Superintendent.

WORKING CONDITIONS

Normal office environment.

On-site trouble shooting.

Installing and moving computers requiring lifting and bending.

Some travel required.

The above statements are intended to describe the general nature and level of work assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**