

# USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **TECHNOLOGY DIRECTOR**

SUPERVISOR: Superintendent

PAYMENT RATE: Established by Board of Education

CLASSIFICATION: Exempt

## QUALIFICATIONS:

1. Preferred Post secondary degree or certification
2. Knowledge of company supported network platforms
3. Demonstrate the ability to communicate effectively
4. Support the mission and vision of Buhler #313 and upholds the core values
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff,
6. Demonstrate strong leadership skills

## ESSENTIAL FUNCTIONS:

1. Provide consultation to district administrators and teachers for the purpose of having everyone's technology working fluently and efficiently.
2. Consult with users and evaluate requirements, provide cost analyses, plan short, medium, and long-range projects, and coordinate tasks for installation of technologies for the purpose of providing secure, cost-effective information systems.
3. Conduct technical research on technology upgrades and components to determine feasibility, cost, time required, and compatibility with current systems to maintain upgraded and working information systems.
4. Develop and conduct an efficient and effective software selection process to maintain the most usable software for the district.
5. Institute setup, support, and maintain procedures for all network protocols to ensure that all the information systems communicate correctly and provide maximum up-time for the network.
6. Provide leadership and develop technology strategies aligned with district goals. Use presentation and communication skills and influence, to lead multiple types of people.
7. Manage daily activity of the technology department. Evaluate and recommend selection, placement, and advancement to promote excellence.
8. Document network problems and resolutions for future reference for the purpose of avoiding repeat problems.
9. Help maintain confidentiality with regard to the information being processed, stored, or accessed by the network for the purpose of ensuring security.
10. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.
11. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
12. Coordinate and facilitate the e-rate process.
13. Update the District Technology Plan every four years or as needed.
14. Lead and facilitate the technology department through chairing, prioritizing, and disseminating the mission and vision.
15. Co-lead the District Technology Team with the District Integration Specialist.
16. Be responsible for the procurement, installation and operation of the telephone systems for the school district.
17. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
18. Participate in the District Leadership Cadre, appropriate in-service and workshop programs, and attend any required meetings.

19. React to change productively and perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must be able to work independently without continuous supervision.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.
6. Requires regular attendance and physical presence at the job.

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 9/14/2015