

EPPING SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: Director of Technology

**GENERAL DESCRIPTION:** Under supervision of the business administrator, the purpose of the position is to oversee all aspects of district technology, including but not limited to: preventive maintenance; maintenance of up-to-date inventory of hardware and software; documentation of warranties; timely resolution of district technology concerns; planning and implementing long term technology goals and strategies; and developing and providing training for district staff in use of technology.

**QUALIFICATIONS:** High school diploma or GED; two years college or technical training or equivalent, supplemented by minimum five (5) years providing computer technical support to end users in a networked environment, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions. College degree preferred. Management experience preferred.

**KNOWLEDGE:** Knowledge of rules and regulations related to assigned functions. Knowledge of networking, computers, peripheral equipment, software applications and other related equipment.

**SKILLS:**

1. Must have good human relation skills.
2. Must be able to communicate well in both oral and written form, using correct spelling, grammar and punctuation.
3. Must have the ability and willingness to learn a wide variety of tasks required in technology assistance and repair of computers
4. Must be able to perform semi-routine standardized work with some independent judgment concerning choices of action.
5. Must have good working knowledge of networking, computers, peripheral equipment, software applications and other related equipment.
6. Must be able to operate standard office equipment including use of computer application.

**ABILITIES:**

1. Requires the ability to provide guidance, assistance, and/or interpretation to others on how to use technology.
2. Requires the ability to sit for prolonged periods of time.
3. Requires the ability to work independently.

4. Requires the ability to understand and carry out oral and written instruction, and ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
5. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

CLASSIFICATION: This position is designated as a year-round administrative position.

REPORTS TO: Reports to the Business Administrator.

SUPERVISES: Technology Specialist.

ROUTINE FUNCTIONS AND RESPONSIBILITIES:

1. Reports and advises the Business Administrator and Superintendent on what the District should be doing with regard to instructional and administrative use of computers.
2. Reviews and evaluates current and future software applications.
3. Acts as a resource person for the district's administrative and educational computer users. Assists them in choosing, installing and using appropriate hardware and software.
4. Assesses and troubleshoots difficulties with network, computer, peripheral equipment, software applications, and other related equipment
5. Responds in a timely manner to requests for technical assistance from district personnel and students.
6. Manages multiple concurrent tasks.
7. Communicates with district staff and students of diverse cultural backgrounds.
8. Demonstrates a high level of expertise with all computer/network related programs.
9. Quickly learns new software packages and transmits that understanding to others.
10. Adapts to and supports new hardware as it is placed into service by the district.
11. Reads, assimilates and translates technical documentation in a clear, meaningful way for non-technical staff and students.
12. Understands and carries out oral and written instructions.
13. Respects and maintains confidentiality and the confidential, proprietary nature of all information maintained on data systems related to the position.
14. Develops, implements and periodically evaluates a district-wide computer oriented in-service training for administrators and staff that addresses current and future needs.
15. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
16. Installs system components for the purpose of maintaining equipment in operating condition.
17. Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.

18. Collaborates with committee groups for work projects.
19. Provides training for school level technology staff.
20. Supports technology lab environments at buildings.
21. Implements wireless capabilities while maintaining security protocols.
22. Implements project management support and goals.
23. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
24. Coordinates activities involved with procuring goods and services, such as materials, equipment, tools, parts, and supplies, for establishment: Reviews requisitions. Confers with vendors to obtain product or service information, such as price, availability, and delivery schedule. Selects products for purchase by testing, observing, or examining items. Estimates values according to knowledge of market price. Determines method of procurement, such as direct purchase or bid. Prepares purchase orders or bid requests. Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority. Maintains manual or computerized procurement records, such as items or services purchased, costs, delivery, product quality or performance, and inventories. Discusses defective or unacceptable goods or services with users, vendors, and others to determine source of trouble and take corrective action. Approves invoices for payment.
25. Manages and maintains the district firewall. This includes reviewing and approving websites for student and staff use, maintaining and updating the content filter on a daily basis, and blocking websites that are not appropriate for students and staff.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

#### WORKING ENVIRONMENT:

1. Tasks involve the ability to exert moderate physical effort which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (25-40 pounds).
2. Tasks may involve extended periods of time at a keyboard or work station. Tasks require visual perception and discrimination, and oral communications ability.
3. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.
4. Must be able to travel between schools in a campus style environment.

TERMS OF EMPLOYMENT:

1. Year round, 5 days per week, 8 hours per day
2. Clear criminal background check
3. Verification of health to perform job
4. Valid driver's license
5. Support contract with salary and benefits

The Epping School District is an Equal Opportunity Employer.