

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: technology planning, purchasing and inventory, security, educational support, maintenance, supervision and communication.

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 routine and non-routine work with independent judgment concerning choices of action.
5. Must have good working knowledge of networking, computers, peripheral equipment, software applications and other related equipment.

ABILITIES:

1. Requires the ability to provide guidance, assistance, and/or interpretation to others on how to use technology. Requires ability to communicate with district staff and students of diverse backgrounds.
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 ability to manage multiple concurrent tasks.

6. 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: Business Administrator

SUPERVISES: Technology Specialist and Technology Assistant

ROUTINE FUNCTIONS AND RESPONSIBILITIES:

Technology Planning

1. Reports to and advises the Business Administrator and Superintendent on current and future technology needs.
2. Reviews and evaluates current and future software applications.
3. Assists with district technology plan development.

Technology Purchasing and Inventory

Coordinates activities involved with procuring goods and services, such as materials, equipment, tools, parts, and supplies.

1. Reviews requisitions.
2. Confers with vendors to obtain product or service information, such as price, availability, and delivery schedule. Selects and approves all technology 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. Discusses defective or unacceptable goods or services with users, vendors, and others to determine source of trouble and take corrective action.
3. Prepares purchase orders or bid requests. Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority. Approves invoices for payment.
4. Maintains manual or computerized procurement records, such as items or services purchased, costs, delivery, product quality or performance, inventories and warranties.

Technology Security

1. 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.
2. Implements network firewall including content filter block for websites.

3. Maintains backup schedules for network and provides file recovery if needed.

Technology Educational Support

1. 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.
2. Reviews and evaluates current and future software application. Quickly learns new software packages and transmits that understanding to others.
3. Reads, assimilates and translates technical documentation in a clear, meaningful way for non-technical staff and students..
4. Learns and adapts to new hardware and software.
5. Accesses district work order system to determine need.
6. Provides technical assistance on software and hardware to personnel and students in a timely manner as needed in the district.
7. Assists in setting up and supporting state and district computerized testing as needed in the district.
8. Provides training and/or assists with training for school and district staff.

Technology Maintenance

1. Assesses and troubleshoots difficulties with network, computer, peripheral equipment, software applications, and other related equipment.
2. Demonstrates a high level of expertise with all computer/network related programs.
3. Installs system components for the purpose of maintaining equipment in operating condition.
4. Implements wireless capabilities while maintaining security protocols.
5. Supports new hardware and software as it is placed in district.
6. Manages district work order system.
7. Accesses district work order system to determine priority and work assignment.
8. Assists in scheduling replacement, refurbishing or disposal of computers and accessories.
9. Manages and maintains district card access computers.
10. Manages and maintains VOIP phone hardware and software at the SAU and elementary school.
11. Manages email accounts and mailboxes.
12. Creates/maintains user/computer accounts and group policies in the server environment.
13. Names network resources for easy user access and applies user-level security.
14. Implements a preventative maintenance including anti-virus, cleaning and power protection.
15. Implements regular software updates.

Technology Supervision and Communication

1. Supervises and provides training for school level technology staff.
2. Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions, and collaborates with committee groups for work projects.
3. Meets regularly with administration on goals, issues and needs.
4. Attends School Board meetings as needed.
5. Implements project management support and goals.
6. Collaborates with committee groups for work projects.
7. Respects and maintains confidentiality and the confidential, proprietary nature of all information maintained on data systems related to the position.
8. Works with student interns in a training/working environment.

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. Administrative contract with salary and benefits

The Epping School District is an Equal Opportunity Employer.