DIRECTOR OF TECHNOLOGY

PRIMARY FUNCTION

The Director of Technology oversees and maintains district technology, computers, and networks in top condition to ensure full and productive use of district technology. To accomplish these tasks, the Director of Technology must work closely with the staff and administration of THE Line Mountain School District.

SUPERVISOR

- Responsible to the Superintendent.

COMPENSATION

- Administrative salary schedule and benefits to be established by the Board of School Directors in accordance with Act 93 Agreement.
- Twelve (12) month year

QUALIFICATIONS

- High School diploma or equivalent.
- College degree.
- Experience with emerging technologies and networks.
- Knowledge of operating system software, file servers, local and wide-area network data, Novell and NT systems, web sites, related equipment, phone systems, and backup/security systems.
- Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
- Desire to continue career improvement.

ESSENTIAL FUNCTIONS

- Oversee the maintenance of the district network to ensure full and productive use of district facilities.
- Directs departmental operations and supervises employees directly and through lower level managers and supervisors.
- Reviews, evaluates, and recommends proposals to the Superintendent of Schools for hardware or software acquisition.
- Coordinates new system development and improvements to existing systems and serves on committees for on-going analysis of system improvement.
- Participates in development, implementation, and maintenance of policies, objectives, short- and long-range planning; develops tracking and evaluation programs to assist in accomplishment of established Board of Education goals.
- Develops and establishes policies and objectives consistent with those of the Board of Education.
- Develops annual operating budget and provides fiscal direction for the Information Technology Department.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Oversees the development and daily maintenance of the district web site.
- Ensure that all activities conform to district guidelines.
- Communicate effectively with all members of the school district and community.
- React to change productively and handle other tasks as assigned.

- Appropriately operate all equipment and machinery as necessary.
- Support the value of an education.
- Support the philosophy and vision of the Line Mountain School District.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS
- Requires prolonged sitting or standing.
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Must work in noisy and crowded environments.
- Must work in and around dust, fumes, and odors.

GENERAL RESPONSIBILITIES
- Oversees the maintenance and operation of telecommunication equipment and a wide area PC network, including all operating system software, file servers, local and wide area network data communication equipment, all peripherals, and telephone equipment.
- Oversees the maintenance and expansion of the district's web site.
- Conduct detailed inspections of district technology.
- Work closely with the information technology staff to establish and oversee the maintenance and repair of district technology.
- Work with the information technology staff in maintenance and addition of software needs within in the district.
- Work with the information technology staff to order and maintain suitable technology related supplies, tools, and equipment.
- Arrange for outside services as needs.
- Maintain a high standard of safety, cleanliness, and efficiency in all technology maintenance and repair projects.
- See that district policies are observed at all times.
- Keep abreast of new technology-related information, innovative ideas, techniques, and software upgrades.
- Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
- Assist the information technology staff in conducting in-service meetings and staff meetings as required.
- Develop a system for dealing with emergency repair problems.
- Work closely with district technology committees.
- Instruct students in the use, maintenance, and installation of technology related hardware and software.
- Serve as program manager for all computer systems in the district.
- Modify and maintain the district's automation software and hardware systems including local area networks (LAN).
- Install and conduct training in commercial application programs, local software applications, operating system software, and system hardware utilization.
- Maintain a working knowledge of various software languages utilized on microcomputers in the district.
- Visit with building principals regularly regarding technology needs.
- Attend Administrative meetings.

- Attend various Technology shows/seminars as needed to keep the district current emerging technologies.
- Be available as the contact person for all technology problems and/or questions from the building technology support personnel.
- Implements appropriate educational and training programs to ensure high quality professional staff performance.
- Other duties as assigned by the Superintendent of Schools

- **Detail List of Roles of the Technology Director**
- Active Directory Administration
- Apple Configurator
- Apple Volume Purchase Program
- Blackboard Connect
- Budget
- CIPAFilter
- CISCO Wireless Controller and WiFi
- ClassLink
- Create and maintain Dell Images
- Dell Hardware Maintenance
- Disk Array Storage
- Domain registration .com and .org
- eRate Application with CSIU
- Exchange Online Administration and Archive
- Group Policy
- Heartland Mosaic Food Service Admin
- Hyena Active Directory Maintenance
- Import Student Photos - SIS, Mosaic, Destiny
- Internet with PenTeleData
- MailArchiva
- Microsoft Licensing with LLIU13
- Milestone Video Surveillance
- Mitel Phone System
- Office 365 Admin
- PDQ Deploy Application Deployment Software
- Purchase Hardware
- Purchase Software
- Renew Certificates with Blast IU17
- Server Operating Systems/Print Mgmt/File Resource Manager
- Staff PIMS Reporting
- Symprex Email Manager
- Veritas Backup Exec
- VMWare Operating System
- VPN and Switches
- WAN with Service Electric
- Website
- Zoom Meetings Administrator
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