

DIRECTOR OF TECHNOLOGY/MEDIA SERVICES

JOB SUMMARY:

Supervise and maintain the District's technology and media personnel and programs including maintenance of the District WAN, staff development, evaluation of district technology staff, maintain software for the student system, and coordination of the computer and media centers.

REQUIRED QUALIFICATIONS:

Duties may include but are not limited to the following:

- Perform, supervise and coordinate computer maintenance for all computers in the District including Network Servers;
- Represent the District in a positive manner throughout the community;
- Design, coordinate and implement professional development activities including but not limited to instructional software, hardware, networking, multimedia and presentation systems;
- Supervise and coordinate the development and implementation of District and site technology plans and media center design;
- Articulate and communicate with staff, vendors, and the community;
- Effectively use a variety of instructional programs, business programs, including word processing, spreadsheets, and databases;
- Effectively communicate with suppliers, programmers and users regardless of sophistication
- Maintain cooperative and positive relationships with personnel contacted in the course of work.
- Represent and support the school district in conversations with the public.

Knowledge of:

- Advanced multimedia and computer technology including MS-DOS and Windows network systems including Novel;
- Designing and delivering professional staff development and coordinating people and programs.

Education:

- Possess a college or technical school degree.

Experience:

- Work related experience of at least two years.

ESSENTIAL FUNCTIONS:

- Develop and maintain a regular cleaning/maintenance schedule for all technological equipment;
- Direct the maintenance of all District technology including offices, classrooms, laboratories and media centers.
- Supervise and coordinate the acquisition of software and hardware for offices and schools of the district;

- Supervise and perform technology trouble shooting;
- Provide in-service in the area of curriculum, software, hardware and multimedia;
- Order/purchase appropriate hardware and software for instructional and administrative use;
- Provide support for all staff including teachers, administrators, and support personnel
- Assist in the overall assessments of District and site level technology plant;
- Recommend changes in programs, routines, and quality control standards to improve computer-operating efficiency;
- Maintain and support the District student system;
- Help organize and co-chair the District Technology Committee.

WORKING CONDITIONS:

Environment:

- Work at all school sites in the district with small and large groups.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations;
- Sitting or standing for extended periods of time;
- Visual acuity and motor coordination adequate to meet the demands of computer and media equipment use;
- Ability to lift objects weighing fifty (50) pounds;
- Ability to push tables and chairs weighing in excess of 100 pounds.

Days of employment: 12 months

Approved: May 24, 2006