

Litchfield School District - SAU 27

POSITION TITLE: TECHNOLOGY DIRECTOR	
Job Description Approved By: <i>Litchfield School Board</i>	Date: 7/6/05
General Purpose:	To manage, maintain, and coordinate the deployment, operation, and maintenance of the District's information technology and telecommunication systems.
Reports to:	Superintendent
Supervises:	Technology Assistant

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Manage and direct the computer technology and telecommunication resources of the District.
2. Develop and implement a comprehensive District Technology Plan in conjunction with the Litchfield Technology Committee, including approval by the NH Office of Educational Technology.
3. Design, implement, support, maintain, and document the configuration and inventory of all technology resources, including all computers, peripherals, networking equipment, telecommunications equipment, cable TV equipment, and video production equipment.
4. Troubleshoot, maintain, and repair all technology-related equipment and software, incorporating a formal help desk process, ensuring that a record of all activities and resolution is maintained.
5. Maintain and oversee all District level software functions including student management software, financial management software, nursing software, food service software, etc.
6. Ensure that the District's computer systems and communications infrastructure is operational and meets each school and department's needs.
7. Develop replacement, recycle and upgrade schedules for hardware and software to meet the needs of students, staff, curriculum, administration and community in accordance with the District Technology Plan.
8. Provide local area network support and administration to all schools and departments.
9. Supervise and coordinate projects that require installation of hardware and software.
10. Ensure backup procedures related to critical data are in place and followed.
11. Develop and maintain a district web site and coordinate the development of school web sites and web applications.
12. Work with the administrative team to develop the District-wide Information Technology budget and manage the budget once approved.
13. Prepare bid documents and specifications for the purchase of hardware, software, and support services with approval of the Business Administrator.
14. Coordinate the purchases of new equipment and software, recording warranties and software licensing.
15. Manage and oversee the provision of telecommunications contracts with vendors in conjunction with the Business Administrator.
16. Communicate with building level administrators and staff regarding technology related-issues.
17. Provide leadership and support to the District Technology Committee.
18. Coordinate and assist in the technology professional development and staff orientation needs with Curriculum Team, Professional Development Committee and Building Administration.
19. Develop in conjunction with building level administrators, and monitor compliance with, technology-related policies and procedures, in accordance with state and federal guidelines.

20. Develop and oversee new initiatives such as adult literacy programs, distance learning, video production, etc.
21. Assist in recruiting, screening, hiring, assigning, supervising, developing, and evaluating personnel under his/her jurisdiction.
22. Supervise, support and evaluate the building level stipend positions in conjunction with the building level administration.
23. Act as a liaison with various town committees and groups as needed.
24. Maintain proficiency with the network and operating systems used within the District, keep abreast of emerging technologies, and maintain professional memberships.
25. Perform other tasks and assume other responsibilities as may be assigned by the Business Administrator.

Evaluation: Evaluation will be completed annually by the Superintendent prior to April 1st. Evaluation will be based on performance to goals and job description.

TERMS OF EMPLOYMENT:

Twelve month Contract. Salary established by the Board.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in computer science, or related subject.
2. Minimum of five (5) years of experience in a technical IT position, including two (2) years of supervisory and/or management experience.
3. Strong interpersonal and communication skills.
4. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Certification or experience with network Operating Systems, including UNIX/Linux, Windows 2000/NT, and Windows Desktop OS. Valid NH Driver's License.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required.
2. Lift 11 to 25 lbs:	Occasionally required.
3. Lift 25 to 50 lbs:	Occasionally required.
4. Lift over 50 lbs:	Rarely required.
5. Carry up to 10 lbs:	Frequently required.
6. Carry 11 to 25 lbs:	Occasionally required.
7. Carry 26 to 50 lbs:	Occasionally required. Assistance may be available.
8. Carry over 50 lbs:	Rarely required. Assistance may be available.
9. Reach above shoulder height:	Occasionally required.
10. Reach at shoulder height:	Frequently required.
11. Reach below shoulder height:	Frequently required.
12. Push/Pull:	Occasionally required.

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Occasionally required
4. Fingering:	Frequently required
5. Controls and Equipment:	Office equipment, computer, keyboard, mouse, printer, cable/electric test equipment, small hand tools, copier, calculator, adding machine, telephone, two-way radio, FAX machine, and motor vehicle.

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Occasionally required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Frequently required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpet, tile and concrete floors. Stairs. Motor vehicle.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>							
Sit	<u>1</u>	2	3	4	5	6	7	8		1	2	<u>3</u>	4	5	6	7	8
Stand	<u>1</u>	2	3	4	5	6	7	8		1	2	<u>3</u>	4	5	6	7	8
Walk	<u>1</u>	2	3	4	5	6	7	8		1	<u>2</u>	3	4	5	6	7	8

**Work Performed: Inside: 100%
 Outside: 0%**

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving information, instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Smelling necessary for doing job effectively and correctly

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, vendors, and the community.

Experience with UNIX operating systems; Windows 98, 2000, XP, Windows 7; networking configuration and maintenance; and telecommunications.

Summary of Occupational Exposures:

Office environment, electric/telecommunication closets, and running cable (ceiling tiles).

Other Considerations and Requirements:

This position requires employee to be able to work on multiple tasks simultaneously. Employee is typically able to work at his/her own pace. This position requires the use of personal vehicle to travel between schools on a regular basis. Mileage reimbursement is provided.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district's liability insurance carrier.