

**TAWAS AREA SCHOOLS
JOB DESCRIPTION**

Title: TECHNOLOGY DIRECTOR

Reports: Superintendent or Designee

JOB GOAL

Maintain and upgrade the technology equipment and programs in the school district. Help develop, implement and evaluate a long-range plan for the application of computers and technology in the district, both instructional and administrative.

PERFORMANCE RESPONSIBILITIES

- Develop, administer and maintain the district-wide technology network connecting four (4) buildings.
- Administer, maintain, and archive all District technology including Lan, Wan Network and telephone network.
- Plan, coordinate and help train staff and students on the usage of all technology available to enhance the education of students.
- Repair and maintain computer-related equipment.
- Member of the District Technology Committee and help keep the District wide Technology Plan current.
- Maintain an inventory of computer equipment and software in the district.
- Assist in developing, revising, and monitoring of technology budget.
- Ability to make sure technology and information management systems security is at acceptable level.
- Review, evaluate, purchase upgrade and demonstrate to staff computer hardware, software and media equipment.
- Install and test software.
- In cooperation with building administrators, responsible for supervision, evaluation and recommending discipline of staff with regard to their use of district network equipment, district hardware and software, and compliance with district policies on such use.
- Evaluate, on an annual basis, the overall Computer/Technology Program of the district and make recommendations regarding the program to the Superintendent.
- Supervision of technology staff.
- Maintain open and direct communication with district administration on the purchase, use and application of district technology.
- Oversees school district website and social media.
- Oversees district wide digital signage including exterior signage, internal kiosks, and interior digital signage.
- Program and maintain door fob access and security of district wide buildings and security camera systems.
- Responsible for audio and visual sound for district PA systems, including interior and exterior scoreboards.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Demonstrated leadership and supervisory skills in a technology environment. Demonstrated management skills (without direct supervision) to initiate, plan, organize, implement and monitor technology activities that support organization objectives. Ability to carry out supervisory responsibilities in accordance with the district's policies and applicable laws. Additional responsibilities include planning, assigning and directing work; addressing complaints and resolving problems.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

- Computer/Technology experience. Must be able to demonstrate efficiency.
- Ability to apply knowledge of current research and theory in specific field.

- Ability to establish and maintain effective working relationships with school community.
- Must be willing to work a flexible schedule, up to and including nights or weekends, when emergencies or other needs dictate.
- Ability to maintain and troubleshoot computer network, hardware, software and peripherals.
- Knowledge and understanding of network connections and facilities.
- Working knowledge of computer network infrastructure requirements.
- Ability to analyze and solve problems.
- The individual must exercise a high level of discretion and confidentiality in dealing with staff, vendors and community members.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

EDUCATION AND/OR EXPERIENCE

High school diploma and five (5) years of experience in the industry and in Network applications required. Bachelor's degree in network/system administration or computer science preferred. Major or minor in computer science, engineering, or related fields preferred. Experience with VMware, San management, Linux, Windows (MCSE), switch management, wireless networking, firewall management, bandwidth, fiber management and website design.

TERM OF EMPLOYMENT

Fifty-two (52) week contract including paid holidays and three weeks of vacation.
Salary range of \$55,000 - \$60,000 based on experience.
Medical benefits are available.

EVALUATION

Performance of the position will be evaluated by the Superintendent or his designee.

A \$2,500 signing bonus is available. Details will be shared during the interview process.

Posting Date: November 1, 2024

Deadline: Until Filled

Starting Date: As Soon As Possible

Apply To: Please send letter of interest, resume', transcripts, references and certifications to:

Tawas Area Schools
Administration Office
Attn: Victoria Fisher (vfisher@tawas.net)
245 W. M-55
Tawas City, MI 48763

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