

KNAPPA SCHOOL DISTRICT
Technology Director - 260 Day Contract (at .6 FTE)
\$46,000-\$49,000 Salary Range and benefits

JOB SUMMARY:

Directs the development, coordination and maintenance of the district's local and wide area networks, servers, workstations, mobile devices, printers, security cameras, phones and software systems. Provides continued support and training for technology in all district programs, instructional and administrative. Participates in the development, implementation and evaluation of a long-range plan for the application of technology in all district programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Troubleshoots and maintains individual workstations, mobile devices, district networking, and all technology-related hardware and software.
2. Installs computer hardware and software throughout the district, including software customization.
3. Maintains a cooperative relationship with fellow staff members, students, and the general public.
4. Adheres to and enforces district, state, and federal laws, policies, procedures, and regulations.
5. Attend work regularly and be punctual.
6. Leads district network security protocols.
7. Advises and/or performs district planning, purchasing, coordination and maintenance of technology equipment, software and supplies.
8. Provides training in areas of technology.
9. Participates in developing standards for the acquisition and maintenance of technologies.
10. Keeps abreast of emerging technological changes and acts as a resource person.
11. Orders and stocks technology supplies and parts.
12. Organizes inventory, maintenance and repair, storage and handling of all assigned technology equipment and materials.
13. Acts as liaison between district and Northwest Regional Education Service District (NWRESA) or other service providers.
14. Assists in the assessment and budgeting for new technology equipment, software and supplies.
15. Maintains accurate and current data related to all technology related items within the district, including hardware inventory tracking, software licenses, network device configurations, confidential passwords, and all other related items.
16. Participate in the development, writing and implementation of the District Technology Plan.
17. Appropriately maintains and secures confidentiality in adherence to job duties.
18. Maintains appropriate certifications and training hours as required.

TECHNOLOGY SKILLS AND KNOWLEDGE:

1. Must have demonstrated technology competency in a wide spectrum of functions, and have demonstrated ability to provide support for all District technology programs.
2. Ability to efficiently and effectively utilize communication, collaboration and productivity suites including: Google Workspace, MS Office.
3. Understanding of Microsoft Server, Google Workspace Admin, Windows OS, Chrome OS and iOS.
4. Understanding of network architecture and management.
5. Understanding of classroom audio/visual systems in planning, use and management.
6. Understanding of network printing protocols and management.
7. Ability to quickly learn and manage various district-level networking programs for internet filtering, wireless management, security cameras, antivirus, backup system, virtual servers, student management software, VOIP phone system, PA systems, access control and paging systems.
8. Must be able to work independently, multitask and prioritize tasks appropriately.
9. Ability to research, troubleshoot and repair a variety of complex technology-related hardware or software problems as the need arises.
10. Demonstrated ability to learn and implement new technology skills rapidly.
11. Effectively communicate technical concepts to a non-technical audience, in written or oral form.

EDUCATION AND/OR EXPERIENCE:

1. BA/BS Degree in computer science, information systems, education or related field or equivalent certification.
2. A minimum of three years experience in technology administration.
3. K-12 instructional experience preferred but not required.
4. Demonstrated ability to exercise good judgment, tact, and diplomacy.
5. Such alternatives to the above as the Superintendent and/or Board deem appropriate.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job at any time, as it deems advisable.

*It is the **policy** of Knappa School District to ensure equal employment opportunity without **discrimination** or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.*