

# Lone Jack C-6 School District



<b>Job Title:</b>	Technology Director	<b>Department:</b>	Staff
<b>Reports to:</b>	Superintendent	<b>Classification:</b>	Exempt
<b>Type of Position:</b>	Contracted	<b>Length of Contract:</b>	12 Months

## Summary

The job of the Lone Jack C6 School District Director of District Technology was established for the purpose of planning, purchasing, installing, and maintaining the physical technology systems of the District in a condition of excellence, enabling full educational use of technology at all times, in compliance with local, state, and federal regulations and requirements.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Duties and Responsibilities of a Technology Director

An individual who holds this position is required to:

- Provide leadership and develop technology strategies aligned with district goals
  - Use presentation and communication skills, influence, and lead multiple types of people
- Use comprehensive knowledge of hardware configuration, troubleshooting and repair as well as in-depth knowledge of network management and experience to install and configure routers, switches, hubs, network operating systems, desktop operating systems, and other protocols
- Perform network design, wide area connectivity, workstation configuration, needs assessment, business process re-engineering, Internet/Intranet connectivity, remote access, and migration, among others required
- Provide cabling design, e.g. (Fiber Optics)
- Research and implement technological advances in the industry for the betterment of the district
- Design network infrastructure to support district's voice, video, and data network
- Keep informed of network standards and policies
- Research new technologies to implement in the network
- Be responsible for the procurement, installation and operation of the telephone systems for the school district
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
- Participate in appropriate in-service and workshop programs and attend any required meetings.

- Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
- Adhere to federal statutes and regulation, Missouri school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations
- Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation
- Have excellent integrity and demonstrate good moral character and initiative
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and community.
- Demonstrate the ability to communicate effectively, both orally and in writing
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the District's goals and objectives.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of district wide technology services.
- Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Qualifications**

An individual who holds this position is required to hold/maintain:

- Education
  - Bachelor's degree in job related area preferred.
- Experience
  - Previous IT management and technical capacity management experience (school district experience preferred).
- Clearance of District background check

### **Skills, Knowledge, and Abilities**

- SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and budgeting and cost control.
- KNOWLEDGE is required to perform job duties; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; industry standards; and standard business practices.

- **ABILITY** is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized routines; managing a department; and supervising the use of funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Conditions and Environment**

The work environment is consistent with a typical office environment. Rarely, an individual who holds this position must work outside in rain and snow, and temperatures above 100 degrees and below freezing.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. This job requires use of close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision. This job requires the ability to communicate effectively in English, using proper grammar and vocabulary, while hearing and speaking in a respectful manner. Generally the job requires some sitting, and significant walking and standing.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## **Attendance**

Regular and consistent attendance is an essential function of this position.

## **Evaluation of Performance and Employment**

The evaluation of performance will be conducted by the school Superintendent based on locally developed standards. These locally developed standards are consistent with the items listed in the Essential Duties and Responsibilities section of this document.

*As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.*