TROY AREA SCHOOL DISTRICT

TITLE:	Director of Technology	DATE:	September 20, 2011
REPORTS TO:	Superintendent	APPROVED BY:	TASD School Board
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JOB SUMMARY: To plan, organize, develop, direct and implement the application of the information/education/business technology systems to meet the educational goals and business needs as specified by the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Oversee the District's Information Technology to include strategies, policies, services, software and hardware; coordinate with key district personnel to develop and maintain strategies and plans; responsible for the implementation of the adopted District's Information Technology strategies.
- 2. Coordinate with the business office in filing for E-rate reimbursement on telephone and Internet services, as well as Form 470, 471 and other filings.
- 3. Oversee the operational state and functionality of all systems within the District's Network.
- 4. Monitor and document computer and network activity including logs, reports system loads, response time, available disk space and user activity.
- 5. Maintain, manage and perform routine audits of District database and data warehouse system security. Develop District database strategies and policies in conjunction with the Chief Information Officer.
- 6. Oversee routine processes related to data integrity verifications.
- 7. Develop and manage the District's Information Technology annual capital and operating budgets.
- 8. Negotiate, monitor and administer Information Technology maintenance, installation, purchase and service agreements.
- 9. Oversee Information Technology projects including assisting in preparation of areas for network installation including planning for power, environment and cabling.
- 10. Oversee web designs including the creation, implementation and administration of the District's website; coordinate with staff members on all web accounts and provide staff development in web page design.
- 11. Maintain knowledge about current end-user computing and maintain commitment to learn about new technology in this area. Responsible for developing, administering and executing user support training for all Information Technology systems.
- 12. Assists the professional staff in the selection of hardware for network compatibility and serve as a resource specialist in the field of multimedia instruction.
- 13. Represent the district in school district associations, school district board meetings and organizations in the areas of Information Technology facilities, services and development. Maintain an effective working relationship with a variety of groups to include teachers, students, administrators, co-workers, community representatives, vendor representatives, consultants and others.

- 14. Oversee the Technology Department to include establishing procedures and work standards for District Technology staff; assist other technology team members with troubleshooting and configuring systems; supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 15. Perform other duties as assigned by the Superintendent.

QUALIFICATIONS:	7 years of experience in technology preferred Master's degree in Educational Technology or Instructional Technology preferred Microsoft MCSE, Novel CNE certification or other relevant certification Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code) Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code) Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994 Submission of Federal Criminal History Record in accordance with Act 114 of 2006 Such alternatives to the above qualifications as the Board may find appropriate and acceptable		
PHYSICAL DEMANDS	S: Ability to reach above and below the waist Ability to use fingers to pick, feel and grasp objects Some stooping, bending and twisting of the body Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs. Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday		
SENSORY ABILITIES:	5: Visual acuity Auditory acuity		
WORK ENVIRONMEN	VT: Typical office environment Subject to inside environmental conditions		
TEMPERAMENT:	Must possess excellent interpersonal skills Must be able to work in an environment with frequent interruptions Able to make judgments and work under a high level of stress		
	Ability to communicate effectively Ability to organize tasks Ability to handle multiple tasks Ability to exercise good judgment		
SPECIFIC SKILLS:	Must possess leadership skills Must possess supervisory skills (Approximate employees – 2 directly/199indirectly) Must possess computer skills Ability to operate various office equipment Must appropriately handle confidential information		

(*Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.*)