



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:** 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:** Visual acuity  
Auditory acuity

**WORK ENVIRONMENT:** 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

**COGNITIVE ABILITY:** 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.)*