

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Director of Technology
EXEMPT:	Yes
SALARY LEVEL:	Per the Classified Policy – Classified Administration
LOCATION:	Plymouth Community School Corp.
REPORTS TO:	Superintendent
LENGTH OF WORK:	11 months / year

JOB GOALS:

Coordinates the smooth and efficient operation of all computer applications, including hardware, hardware repairing, software, training, and district wide planning for the school district. Furthermore, the Director coordinates the applications of multi media applications, including equipment, training, and district wide planning for the school district. All activities are to be coordinated with the administrative and instructional goals of the district.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Develop and implement a district procedure for the review, selection, acquisition and evaluation of software and hardware.
2. Develop service and repair procedures for equipment not covered by warranty or service contract.
3. Provide and/or oversee preventative maintenance and basic repair on existing equipment including, but not limited to the following: Cleaning, Network Maintenance and Administration, Utility, Backup, and Anti Virus Functions, Problems, Isolation and Troubleshooting
4. Administer the corporation web page
5. Provide network administration services. This includes the installation of services and workstations, adding and deleting software as needed, and user account management.
6. Work within the district budgeting process to develop and implement a financial plan for technological resources.
7. Provide technical assistance to educational staff in technology use for instructional and administrative purposes.
8. Plan and implement on-site staff development programs to address the needs of beginning, intermediate and advanced level users. Staff development includes the areas of equipment and software usage, new technology, and problem solving.
9. Administer the long distance learning programs for the district.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 2-4 employees within the Computer Operations Department of the school organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning,

assigning, and directing work; appraising performance; rewarding and discipline employees; addressing complaints, resolving problems.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to school administrators, faculty, students, school board, and the general public.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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.

PHYSICAL DEMANDS:

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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Eleven months per year.

EVALUATION:

Job performance is assessed by the Superintendent or his designee yearly.

Revised 12/8/00