

# Franklin County Community School Corporation

<b>Job Title</b>	<b>Director of Technology</b>			
<b>Position Type</b>	<input checked="" type="checkbox"/> full time <input type="checkbox"/> part time	<input type="checkbox"/> certified <input checked="" type="checkbox"/> non-certified	<input type="checkbox"/> 180 days <input type="checkbox"/> 185 days <input type="checkbox"/> 190 days <input type="checkbox"/> 195 days <input type="checkbox"/> 210 days	<input type="checkbox"/> 220 days <input type="checkbox"/> 240 days <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> as needed

**Job Purpose:** The Director of Technology is responsible for assuring the technology infrastructure, programs, computers, and related peripherals operate efficiently and reliably. The Director of Technology reports to the Assistant Superintendent for Curriculum and Personnel and/or the Superintendent of Schools.

**Duties:**

1. Provide leadership in developing, implementing, and maintaining FCCSC technology, including infrastructure, computers, programs, and peripherals.
2. Provide direction to technology team in the execution of the daily development, implementation, and support for corporation wide use of technology.
3. Conduct annual review of technology plans and determine effectiveness of implementation, creating updated proposals for Assistant Superintendent for Curriculum and Personnel (if necessary).
4. Supervise the system-wide inventory of technology assets and maintain an accurate inventory of technology hardware and software that belongs to the corporation.
5. Develop schedules and procedures for preventive maintenance, repair, and replacement of computers and other technology.
6. Ultimately responsible for the troubleshooting, repair, upgrades, and maintenance of all corporation computer equipment.
7. Supervise and assist in installing and setting up of new equipment.
8. Responsible for the Student Information System (SIS).
9. Supervise the monitoring of available system resources such as available disc space and network bandwidths.
10. Supervise access and security levels for all logon accounts throughout the school corporation.
11. Supervise and monitor the Franklin County Community School Corporation Wide Area Network (WAN) to provide for maximum performance and utilization.
15. Regularly evaluate network infrastructure.
16. Ensure that Children’s Internet Protection Act (CIPA) is consistently maintained throughout the corporation.
17. Oversee the operation and maintenance of the local area networks (LAN), monitor performance and perform system upgrades to hardware and software as necessary.
18. Maintain the documentation regarding network configuration, operating procedures, and service records relating to network hardware and software.
19. Supervise and monitor the maintenance of user network and email accounts, making adjustments to rights, security and system groups as necessary.
20. Ensure that servers are backed up adequately.
21. Coordinate staff development with building principals and the Assistant Superintendent for Curriculum and Personnel.

22. Create material and manuals for use in in-service trainings.
23. Coordinate the support of the school management system for all office personnel and assist with preparation and filing of all online reports
24. Participate in grant planning and proposal writing to assist in obtaining outside funds for the support of technology.
25. Disseminate technology related information throughout the corporation via newsletters, email, and presentations at staff meetings
26. Remain technically competent by attending seminars and conferences as approved and reviewing professional literature to enhance knowledge of trends and developments related to technology issues.
27. Coordinate and supervise the development and maintenance of corporation web site.
28. Ensure printers and ink supplies for all schools are available.
29. Provide support to building administrators and guidance counselors with the set up and execution of required online testing (i.e. ECA, ISTEP).
30. Keep all software licenses, renewals, and support contracts up to date (i.e. Novell, PowerSchool, Symantec).
31. Provide support, in conjunction with the Director of Maintenance, for the phone system.
32. Complete state reports.
33. Cross train technology staff in both processing and applications.
34. Keep log of daily activities for technology staff, including daily schedules, and requests from FCCSC staff for technical assistance.
35. Develop & implement a tracking system for building level repairs & assistance.
36. Assist in obtaining quotes and bids for computer essentials, ink, printers, and equipment.
37. Other duties as required by the Superintendent of Schools or Assistant Superintendent for Personnel and Curriculum.

**Skills/Qualifications:**

1. Hold a bachelor's degree from an accredited institution and two years experience with computer systems or equivalent work experience and five years in a lead technology position.
2. Working knowledge of computer processing, computer applications, and technical skills.
3. Strong communication ability.

<b>Evaluated by</b>	<b>Assistant Superintendent for Curriculum and Personnel</b>
	<b>The employee shall be evaluated annually.</b>

