

Job Description
La Porte Community Schools

JOB TITLE: Director of Technology Services

SUMMARY: Provides leadership in the development and implementation of corporation technology and media services. Supervises department staff and establishes building level schedules for technicians and media specialist.

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

1. Lead the development and implementation of a corporation-wide plan for instructional use of computers and computer-based resources.
2. Implement, maintain, and update the district's Five-Year Technology Plan.
3. Oversee the operation of elementary media centers and the Educational Media Center including media resource distribution, automation, and media-retrieval systems.
4. Assist in the coordination and articulation of media services district wide.
5. Consult with administrators and staff to plan and integrate technology into the curriculum.
6. Chair the corporation-wide Technology Committee.
7. In cooperation with staff and district trainers, plan, implement, and manage comprehensive staff training in technology and computer applications.
8. Actively seek alternate sources of funding for technology programs.
9. Serve as a technology resource to all district personnel.
10. Communicate information about the Corporation Technology Plan to all school personnel, the school board, and the public.
11. Develop and manage the operating budget for technology services.
12. Manage the bid process and purchasing of instructional technology.
13. Determine that technology purchases adhere to the district plan.
14. Coordinate and supervise computer and technology applications and technical assistance throughout the corporation.

15. Continually update personal knowledge and skills. Maintain relevant professional memberships and contacts.
16. Assist schools and departments with long-range technology planning.
17. Develop, implement, and manage a plan for the extended use of video and video production for the purpose of public relations, student projects and portfolios, and instructional units for teachers.
18. Assist with the development of district telecommunications and teleconferencing.
19. Maintain a corporation-wide inventory of computers and computer-related equipment.
20. In cooperation with the Director of Facilities, develop and maintain a plan for the systematic repair and maintenance of computer equipment and systems.
21. Oversee the design, acquisition, installation, and management of all computer networks and operating systems. Design, install, and maintain network security and firewall systems.
22. Work with principals and media staff to help insure district compliance with copyright laws and policies.
23. Track district software licenses and agreements and advise on building licensing.
24. Design and direct the activities of the Computer Resource Persons in technical assistance.
25. Develop and implement a district computer resource center to inform and train staff in new technologies.
26. Develop and maintain a list of resource people connected with the school (staff, students, parents, and community persons) who can share their expertise in technology with others.
27. Prepare reports as may be required by the corporation and/or the state.
28. Other duties assigned by the Assistant Superintendent for Curriculum and Instruction.

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:

M.A. degree in educational technology, educational computing, or library media, and a valid Indiana Teaching Certificate. A minimum of three years experience in schools and successful experience in educational technology implementation. Preference given to candidates with the following qualifications: experience and knowledge in school curriculum trends; familiarity with a variety of school-related, state-of-the-art technology; knowledge of a variety of hardware and software applications and resources; knowledge and experience in developing networks; experience with other media such as video; successful experience in writing grants; successful experience in training children and adults; experience in library media services.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. 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.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

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 in situations where only limited standardization exists.

Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is also required to stand and walk.

The employee must regularly lift and/or move up to 40 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 quiet.

TERMS OF EMPLOYMENT: Twelve-month (261-day) calendar. Salary to be determined by the board.