

West Salem School District  
Job Description  
Director of Technology

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Position Title:	Director of Technology	
Qualifications:	Minimum: Associate's Degree in Computer Technology Systems and experiences in network management	
Department:	West Salem School District Office	
Reports To:	Superintendent	
Approved By:	Board of Education	Date: June 23, 2008

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I. Summary: To provide technical leadership, support and assistance to the district staff and students for software, hardware and network infrastructure for the district's technology.

II. Essential Duties and Responsibilities:

Summary:

- A. Evaluate, assess and provide consultation to district staff members regarding the selection of technology equipment and software for instructional and administrative purposes.
- B. Review and approve or deny purchase requests for district technology resources to ensure compatibility and uniformity of equipment.
- C. Provide leadership in the planning, development, articulation, implementation and evaluation of the district's technology program in collaboration with the Curriculum Director.
- D. Assist in the preparation of the district's annual budget as related to technology personnel, services, software licenses and hardware purchases.
- E. Assist in implementing Board policies and/or administrative procedures as well as state and/or federal laws governing student and staff use of technology.
- F. Supervise and direct district computer technicians.
- G. Act as a resource to administrators and staff in the use and applications of technology.
- H. Establish procedures for technology installation, maintenance and troubleshooting; personally providing such services whenever possible and recommending outside assistance as needed.
- I. Provide for and support a technology Help Desk program for district support needs.
- J. Develop, implement and maintain the district e-mail, firewall and data storage systems and software.
- K. Serve on the district technology committee.
- L. Continually review the district's applications and work with vendors to make presentations on upgraded software applications and hardware items.
- M. Represent the district at area meetings and attend conferences which focus on technology in education.
- N. Meet the needs of keeping the district data secure, running and updated through the use of flexible evening and weekend hours as needed.
- O. Courteously and effectively work with students, staff, administrator, vendors and the public at all times.
- P. Perform all such other duties assigned by the superintendent.
- Q. Be knowledgeable and follow all district policies.

III. Supervisory Responsibilities:

Supervise the district computer technicians

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- A. Education and/or Experience  
Preferred: A Baccalaureate Degree in Management of Technology Networks. Experience with filtering, firewalls and network security software.
- B. Certificates, Licenses, Registrations:  
Maintain updated licensing in Windows, and Novell, WAN/LAN, First Aid, CPR and AED certification and hold a current driver's license.
- C. Language Skills:  
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to take meeting notes, write drafts of meeting minutes, edit reports, and complete business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public. Ability to make oral presentations to groups of staff, students, parents and / or community members.
- D. Mathematical Skills:  
Ability to read charts, graphs and compute sums.
- E. Reasoning Ability:
1. Ability to define problems, collect data, establish facts and draw valid conclusions.
  2. Ability to interpret an extensive variety of technical instruction to deal with several abstract and concrete variables.
  3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.
- F. Technology Skills:
1. Demonstrate the ability to use appropriate technology to process, store, and retrieve data required for the position.
  2. Demonstrate appropriate software skill levels for word processing, spreadsheet development, and construct and present visual presentations, and telecommunications skills.
- G. Physical Demands:
1. 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.
  2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- H. Work Environment:
1. 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.
  2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.