FREMONT SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Director of Technology

CONTRACT TYPE: Full-time Administrative (260 days) - Full benefits

JOB GOAL: Under the supervision of the Superintendent, the purpose of the position is to oversee all aspects of technology, including but not limited to: technology planning, purchasing and inventory, security, educational support, maintenance, supervision and communication.

QUALIFICATIONS: High School Diploma or GED; two years college or technical training or equivalent, supplemented by minimum five (5) years providing computer technical support to end users in a network environment, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions. College degree preferred, Management experience preferred.

REPORTS TO: The Superintendent or the Superintendent's Designee

PERFORMANCE RESPONSIBILITIES:

1. Exercises good human relationship skills
2. Demonstrates the ability to communicate adequately in written and oral form, using correct spelling, grammar, and punctuation with all staff and students.
3. Demonstrates the ability and willingness to learn a wide variety of tasks required in technology assistance and repair of computers
4. Demonstrates ability to perform routine and non-routine work with independent judgment concerning choices of action
5. Demonstrates good working knowledge of networking, computers, peripheral equipment, software applications and other related equipment
6. Provides guidance, assistance, and/or interpretation to others on how to use technology.
7. Multitasks with skill
8. Demonstrates the ability to work independently to achieve goals and complete tasks
9. Reviews and evaluates software and hardware for purchase
10. Develops the district technology plan with appropriate stakeholders
11. Implements and oversees the district technology plan
12. Drafts the annual technology budget as a part of the budget cycle and submits to the Superintendent or Superintendent's designee
13. Reviews and approves/disapproves all technology requisitions prior to submission to the SAU
14. Drafts RFPs for technology goods and services in conjunction with the Director of Finance
15. Approves invoices for payment
16. Maintains an up-to-date inventory of all hardware and software
17. Manages the district firewall and Internet use software
18. Makes recommendations for the update of the district Acceptable Use Policy
19. Properly and securely backs up all files
20. Acts as a technology resource to all staff
21. Assists in preparing for and administering state and district computerized assessments
22. Provides training as needed
23. Maintains the district email system and websites
24. Maintains a high functioning wireless system in the building and at the SAU
25. Manages and maintains the phone systems
26. Creates/maintains user accounts
27. Establishes and maintains anti-virus software on all systems
28. Implements software updates as they occur
29. Attends School Board and other meetings as assigned by the Superintendent

TERMS OF EMPLOYMENT:

1. 260 day work year
2. 8 hour day includes 30 minutes lunch break
3. Clear criminal background check
4. Verification of health to perform job
5. Valid driver's license
6. Administration contract with salary and benefits defined by school district policy

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

| | |
|---|---|
| 1. Lift up to 10 lbs.: | Frequently required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Occasionally required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs: | Frequently required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Occasionally required |
| 8. Carry over 50 lbs: | Rarely required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull: | Rarely required |

Hand Manipulation:

| | |
|---|---|
| 1. Grasping: | Occasionally required |
| 2. Handling: | Occasionally required |
| 3. Torquing: | Occasionally required |
| 4. Fingering | Frequently required |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

Other Physical Consideration:

| | |
|---|---|
| 1. Twisting: | Occasionally required |
| 2. Bending: | Occasionally required |
| 3. Crawling: | Occasionally required |
| 4. Squatting: | Occasionally required |
| 5. Kneeling: | Occasionally required |
| 6. Crouching: | Occasionally required |
| 7. Climbing: | Occasionally required |
| 8. Balancing: | Occasionally required |

Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is Required to:

| | Consecutive Hours | Total Hours |
|---|---|---|
| Sit | 1 2 **3** 4 5 6 7 8 | 1 2 3 4 5 6 7 **8** |
| Stand | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 |
| Walk | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 |

Cognitive and Sensory Requirement(s):

1. Talking: Necessary for communicating with others.
2. Hearing: Necessary for receiving instructions and queries.
3. Sight: Necessary for doing job effectively and correctly.
4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

1. Short demonstration only ____
2. Any beyond short demonstration up to and including 30 days ____
3. 30-90 days ____
4. 91-180 days ____
5. 181 days to 1 year ____
6. 1 to 2 years ____
7. 2 to 4 years X
8. 4 to 10 years ____
9. Over 10 years ____

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a moderately sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.