

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

| | |
|---|---|
| Title: | Director of Technology |
| Reports To: | Director of Curriculum/Superintendent |
| Position Status : | 12-month administrative contract (Section 3319.02 – ORC) |
| FLSA Status: | Exempt |
| General Description: | Responsible for the operation and maintenance of the District's electronic network and Information Technology (IT) system in order to support the District's operations and the instructional program. |
| Qualifications: | <ol style="list-style-type: none"> 1. Microsoft Certified Professional (MCP) or Microsoft Certified Systems Engineer (MCSE). 2. Bachelor's degree or higher from an accredited college or university. 3. NT credential or significant experience with NT network, Windows 2000 or current platform. 4. Successful experience in planning, implementing, maintaining, and supporting information systems and local/wide-area networks in a wide range of computing environments. 5. Knowledge of Ohio School Law. 6. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 7. Good health, high moral character, and good attendance record. 8. Additional qualifications as the Board of Education may require. |
| Physical/Other Requirements: | <ol style="list-style-type: none"> 1. Able to access all areas of District facilities, including transportation, operations and maintenance, appropriate classroom, library/media, performance, and office areas. 2. Strong communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with teachers, administrators, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently. |
| Performance Responsibilities (Essential Functions*): | |
| <ol style="list-style-type: none"> 1. * Administer all aspects of the District's technology system in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. * Provide direction for selection, acquisition, installation, maintenance, and use of technology hardware and software for the District. 3. * Provide user training, assistance, and support for the full range of educational and District operational technology applications and data reporting responsibilities. 4. * Maintain all documentation related to the District's network and technology system. 5. Develop and maintain positive school-community relationships and timely communications. 6. Participate in the recruitment, selection, retention, and development of IT staff. | |

7. Assist with the assignment, supervision, and evaluation of appropriate personnel.
8. Work in conjunction with Pupil Services to provide assistive technology services for instructional programs and support for special needs students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plan.
9. Develop and implement professional development programs and orientation/training for District staff.
10. Consult with District staff regarding technology applications, training, internet access and acceptable use, school programs, and related issues.
11. * Administer all necessary data collection, record keeping, and reporting as required by the Ohio Department of Education, the United States Department of Education, and the District.
12. Coordinate budget preparation and implementation.
13. Requisition all material, supplies, and equipment as needed to carry out program.
14. Direct the planning and implementation of the District technology plan.
15. Oversee state and federal technology initiatives, including e-rate programs and School Net, and serve as liaison with the Ohio Education Computer Network (OECN) and the District's Information Technology Center (ITC) initiatives.
16. * Maintain a high level of knowledge and proficiency with District hardware, software, and networking infrastructure, as well as new/emerging technologies and applications.
17. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
18. Respond to specific requests from the Director/Superintendent on matters affecting the instructional program and operations of the District.

Other Professional Expectations:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of technology, educational issues, and District-related matters.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.