Salaries Determined by Board Action

Director of Technology and Innovation
245 Days
Base: $63,000
Job Title: Director **of Technology and Innovation**

Reports to: Superintendent

JOB SUMMARY:

The Director is a creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the district. They will facilitate the integration of digital tools and best practices into both curriculum and administrative systems. Equally a big picture thinker and a hands-on implementer, the Director engages with administrators, educators, and support personnel, as well as, parents and students to extend responsible and creative use of technology. The Director must be a strategic thinker with strong communication, organizational, and interpersonal skills, while having the enthusiasm and credibility to create and sustain instructional momentum with the appropriate use of technology in the district's curriculum and instruction.

The Director oversees the district's technology department. They will guide, support, mentor, monitor, and evaluate the technology team members to ensure that each of them serves as a strong leader. This will enable the Director to create an environment of shared knowledge and purpose within the technology team.

The Director must clearly define the mission of the technology department to ensure all members are unified toward a common goal. The Director works with educational and school administrators to ensure that the technology program and services provided meet educational needs, as well as, meeting the needed communication desires of the schools and programs.

The Director serves on the Superintendent's Leadership Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned as needed.

LEADERSHIP & PROFESSIONAL DEVELOPMENT:

Develop and implement a strategic vision for the use of technology in the district within both the academic and infrastructural systems.

Support the District's strategic plan.

Maintain knowledge of, and communicate current research findings and forecasts related to the effective use of technology within the school's educational program. Provide current cutting-edge information to support decision-making on academic and administrative technology matters.

Serve **as** the primary leader for the district's 1 to 1 computing initiative developing rollout strategies, planning and conducting teacher training, as well as, communicating with and presenting to students and parents about the program.

Collaborate with members of the community to articulate the mission, values, and connections between ethics and technology.

Ensure that all educators have access to the appropriate tools for 21st century learning.

Focus on ensuring that network and other technology resources are used safely and responsibly rather than limiting access.

Eliminate the status quo in order to implement new technology applications, best practices, and supports.

MANAGEMENT:

Oversee all administrative aspects of technology programs and services within the district; including infrastructure implementation and maintenance, support of educators and staff in the use of hardware and equipment management.

Evaluate the performance of the technology department employees, as well as, oversee training and support to enhance contributions.

Liable for the management of the E-rate process. They will be accountable for all E-Rate projects and documentation from year to year, ensuring that all documentation and procedures are properly followed and maintained as required by USAC. Responsible for taking on the role as the Districts IT Security Officer (ISO). As ISO, **they will** be accountable for overseeing District-wide IT security to include the development and documentation of District policies and adherence to the Statewide (ADE) standards. The ISO shall ensure that all District employees will have access to sensitive information and will undergo annual IT security training which emphasizes their personal responsibility for protecting student and employee information

Oversee and maintain the District website **while** ensuring that all "State Required Information" by the Arkansas Department of Education is up to date and posted in a timely manner as required by ADE.

Responsible for ongoing implementation and management of VOIP phone system within the district. Will be accountable for maintenance of hardware and communications with the system provider as issues arise.

Manage the access control and camera systems for security district wide. Liable for monitoring system failures, ensuring that issues **are** resolved as quickly as possible. Will also work alongside building and district administrators to view **and** maintain footage as needed.

PROCUREMENT & BUDGETING:

Explore contracting with cloud-based and out-sourced services, as well as, negotiate advantageous contracts when appropriate.

Effectively allocate and manage resources to support strategic priorities and initiatives. Provide leadership in the purchase and acquisition of new technology and equipment. Consult with appropriate stakeholders to coordinate, evaluate, recommend, and purchase new technology and equipment.

Possess the understanding of industry-standard related practices and procedures of specific regulations and guidelines as they relate to the purchase and use of software (specifically copyright laws and the use of licensed equipment and materials).

Develop and monitor both the annual instructional technology and technology operations budget in cooperation with appropriate stakeholders.

PROFESSIONAL RESPONSIBILITIES:

Professionally represent the schools and District in interactions with parents, community, staff, and students.

Resolve conflict in a professional manner as issues arise.

Comply with applicable District, state, local, and federal laws, rules, and regulations.

Respond willingly to emergency situations outside of the standard work schedule.

Aid and assist where needed, even when outside of their formal domain.

Perform duties as assigned by the Superintendent.

Attend work regularly.

Be available to respond to situations and problems that may arise any time outside of the allocated and scheduled weekly time frame.

QUALIFICATIONS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Degree in Educational Technology or related field preferred. Equivalent years of technical experience in a K-12 environment will be taken into consideration.

2. Experience working with Chromebooks and other mobile devices in education preferred.

3. Experience with Google Apps and Gmail services preferred

4. Experience with Aerohive Wireless Console and Access Points preferred

5. Experience with a range of software, hardware, and operations systems (Windows, Mac, IOS).

6. Experience with HP ProCurve switches and management preferred

7. Proven record of accomplishment in technology planning and technology personnel management, ideally in a K-12 academic setting.

8. Experience preparing and managing budgets.

9. Proven track record of integrating technology into a classroom setting.

10. Proven record of effective project management.

11. Strong verbal and written communication skills.

12. Proven track record of supervising and mentoring technical employees to high performance. 13. Professional presence and service orientation.

14. Proven track record of thinking big, managing multiple priorities, while working with ambiguity and delegating.

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 talk or hear. The employee is frequently required to stand, walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision.

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 work environment is a standard office setting and school/classroom combined with a server room. The noise level in the work environment is usually low to moderate and occasionally high.

OTHER:

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems necessary.

Job Title: Systems Administrator (Change name in policy from Network to Systems) $19 per hour

Reports To: Director of Technology and Innovation

Job Summary

The Systems Administrator role is to manage computer software systems, servers, and network connections to ensure high levels of availability and security of the supported business applications. This individual also participates in the planning and implementation of policies and procedures to ensure system provisioning and maintenance that is consistent with school goals, industry best practices, and state/federal requirements. **This** position is responsible for coordinating with the Computer Technicians in the midst of day-to-day operations **and** projects while assisting the Director of Technology to plan and manage ongoing goals and projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned as needed.

Essential Job Functions:

Oversight of the District's computer network, including security, performance and reliability

• Perform complex projects involving the design, analysis, maintenance and implementation of network servers and systems.

• Monitor and evaluate data security implemented in the system; work to reduce all risks to district computer resources.

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Investigate security breaches.

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Identify and resolve hardware and software problems.

• Install and configure network equipment (access points, switches, cabling, etc).

• Monitor, manage, and troubleshoot network equipment.

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Coordinating, prioritizing, and assigning work requests to computer technicians

Responsible for installation, configuration, and management of network servers.

• Oversee the nightly server backups.

• Establish and maintain working relationships with end users, vendors and managers

• Drive an automobile on District business

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• Regularly exercise discretion and judgment in the performance of other essential job functions.

• Maintain good punctuality and attendance to work.

• Assists in collecting district-wide data for use in contemplating district-wide technology initiatives

• Support the District's strategic plan.

• Maintain knowledge of, and communicate current research findings and forecasts related to the effective use of technology within the school's educational program.

• Provide current cutting-edge information to support decision-making on academic and administrative technology matters.

• Eliminate the status quo in order to implement new technology applications, best practices, and supports.

Knowledge, Skills, and Abilities:

Knowledge of hardware and software installation, testing, and operation

Knowledge of application of computer software

Ability to assist users and trainers with software and hardware

Knowledge of local area networks and fundamental concepts

• Knowledge of the principles of data communications

Knowledge of various software products such as Windows Server platforms and Google Suite. • Ability to work without close supervision

Ability to adapt to repeated interruptions

• Excellent customer service skills

• Excellent verbal and written communication skills

• Ability to drive an automobile

Ability to train educators and support staff in the use of software and hardware

Ability to work collaboratively with colleagues throughout the organization

• Must have background education and experience in technology applications

Professional Responsibilities:

• Professionally represent the schools and District in interactions with parents, community, staff, and students.

• Resolve conflict in a professional manner as issues arise.

Comply with applicable District, state, local, and federal laws, rules, and regulations.

Respond willingly to emergency situations outside of the standard work schedule.

Aid and assist where needed, even when outside of their formal domain.

• Perform duties as assigned by the Director of Technology.

Be punctual and ready to perform your duties every day.

• Be available to respond to situations and problems that may arise any time outside of the allocated and scheduled weekly time frame.

QUALIFICATIONS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High School Diploma or equivalent.

2. Available to work extended hours as necessary

3. Valid driver's license and good driving record

4. 3-5 years' experience in Technology in a K-12 environment or equivalent.

5. Experience working with Chromebooks and other mobile devices in education preferred

6. Experience with Google Apps and Gmail services preferred

7. Experience with the Aruba Wireless Console and Access Points preferred

8. Experience with a range of software, hardware, and operations systems (Windows, Mac, IOS).

9. Experience with Aruba/ProCurve switches and management preferred

10. Proven record of effective project management.

11. Strong verbal and written communication skills.

12. Professional presence and service orientation.

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 talk and hear. The employee is frequently required to stand, walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. Exposure to heavy dust from equipment and user workstations is possible. The employee must regularly lift and/or move up to 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision.

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 work environment is a standard office setting and school/classroom combined with a server room. The noise level in the work environment is usually low to moderate and occasionally high.

OTHER:

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Job Title: Computer Technician $15 per hour

Reports To: Director of Technology and Innovation

JOB SUMMARY:

The Computer Technician I primary function is to maintain the computing infrastructure of the district's data network. This position performs various technical tasks relating to the specification, configuration, installation, troubleshooting, repair, and general maintenance of the district's computer systems, peripheral devices, and networks. One primary role for this position **is** to be responsible for the district's Chromebook repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties of this position include the following. Employees in this position perform some or **all** of the following tasks. Other duties may be assigned as needed,

Essential Job Functions**:**

Identify and resolve hardware and software problems.

Repair Chromebooks

Assist with installation of audio/video hardware and software (projectors, interactive panels, speakers, etc.).

• Assist with installation and configure security hardware and software (cameras, access control, alert beacons, etc.).

• Assist designated personnel responsible for maintaining the District inventory database.

Prepares computers for installation using imaging software and performing various configuration tasks

• Install computer systems, peripherals, and software; includes preparatory tasks, transportation, physical networking, and power management and protection.

• Recommending new software and hardware.
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Determining the most cost-effective course of repair and updates.

Training district faculty/staff in use of software and hardware.
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• Coordinates repair, replacement, or return of hardware and software with vendors to resolve operating problems encountered by end users.

Maintaining computer peripheral equipment e.g. printers, documents cameras, projectors, etc.).

• Establish and maintain working relationships with end users.

• Drive an automobile on District business
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Regularly exercise discretion and judgment in the performance of other essential job functions. Support the District's strategic plan.

Maintain knowledge of, and communicate current research findings and forecasts related to the effective use of technology within the school's educational program.

Provide current cutting-edge information to support decision-making on academic and administrative technology matters.

• Eliminate the status quo in order to implement new technology applications, best practices, and supports.

• Other duties as assigned

Knowledge, **Skills, and Abilities:**

• Knowledge of hardware and software installation, testing, and operation

• Knowledge of application of computer software
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Ability to assist users and trainers with software and hardware

Knowledge of various software products such as Windows, Azure and Google Suite.

• Ability to work without close supervision

• Ability to adapt to repeated interruptions

• Excellent customer service skills

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Excellent verbal and written communication **skills**

Ability to drive an automobile

Ability to train educators and support staff in the use of software and hardware

• Ability to work collaboratively with colleagues throughout the organization

Professional Responsibilities:

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Professionally represent the schools and District in interactions **with** parents, community, staff, and students.

• Resolve conflict in a professional manner as issues arise.

• Comply with applicable District, state, local, and federal laws, rules, and regulations.

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Respond willingly to emergency situations outside of the standard work schedule.

• Aid and assist where needed, even when outside of **their** formal domain.

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Perform duties as assigned Director of Technology or designee.

Be punctual and ready to perform your duties every day.

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• Be available to respond to situations and problems that may arise any time outside of the allocated and scheduled weekly time frame.

QUALIFICATIONS:

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High School Diploma or equivalent

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Available to work extended hours as necessary

• Valid driver's license and good driving record

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Experience in Technology in a K-12 environment or equivalent preferred

Experience working with Chromebooks and other mobile devices in education preferred

Experience with Google Apps and Gmail services preferred

• Experience with a range of software, hardware, and operations systems (Windows, Mac, IOS). • Strong verbal and written communication skills.

• Professional presence and service orientation.

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