

**SANBORN REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION – DIRECTOR OF TECHNOLOGY**

Job Title	Director of Technology
Supervisor	Superintendent
Qualifications:	<ul style="list-style-type: none"> • A Bachelor Degree in Computer Science, Technology or Computer Systems or related training experience. • Exceptional knowledge of server, PC & network operating systems. • Experience troubleshooting hardware such as servers, firewalls, switches, & wireless access points • Ability to evaluate emerging technologies & software for school or district use. • Ability to communicate with district staff, students, technology team, & vendors. • Demonstrate leadership and personnel management skills. • Ability to prioritize and execute tasks in a high-pressure environment & make sound decisions in emergency situations. • Create & maintain technology budget. • Ability to perform all tasks of the Network Manager if needed.
Purpose	Administrative/Leadership position. Manages the technology department infrastructure and staff.
Performance Responsibilities	<ul style="list-style-type: none"> • Develop & maintain LAN/WAN networks for the district. • Purchase & support district hardware & software. • Purchase & support district voice & data. • Create & maintain technology plan for the district. • Work with other administrators to integrate technology as a teaching & learning tool. • Develop & implement training programs relative to the use of technology. • Supervise & evaluate technology department employees. • Create & maintain the technology budget. • Ensure bid procedures are followed relative to purchasing technology. • Ensure policies & procedures meet requirements within the district & state. • May be required to perform all duties of the Network Manager position.
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly 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 and stand as needed.
Terms of Employment	Refer to School Board Policy GDB
Evaluation	Evaluation by the Superintendent in accordance with district policies

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.

February, 2022
July, 2015
August, 2007
November, 2006
June, 2001
May, 1999
January, 1994