

BALDWIN-WHITEHALL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director of Information and Instructional Technology

DEPARTMENT: Technology

QUALIFICATIONS:

1. Graduate Degree in Education, Information Technology, or related field and PA Instructional Technology Specialist and/or Supervisory Certificate preferred
2. Five years' of experience in network management, project management, and technical staff supervision, preferably in an educational setting
3. Three years of experience in computer technology relating to teaching/administration with extensive knowledge of instructional methodologies
4. Specialized computer hardware repair experience, and data network experience or training, and certification (i.e. Network+, MCSE, CCNA or equivalents) with demonstrated ability to use and apply a variety of technologies
5. Such other alternative qualifications as may be determined by the Board of School Directors

REPORTS TO: Assistant Superintendent

SUPERVISES: Network and Information Systems Administrator, Help Desk Manager, Information Systems Specialist, Computer Paraprofessionals

PERFORMANCE

RESPONSIBILITIES:

1. Leads the Development of the comprehensive K-12 Instructional Technology plan for the district.
2. Works with the administration to integrate technology into curriculum delivery in the most logical and efficient manner possible.
3. Collaborates with administrators on the selection and application of all instructional, assistive, and facilities related technologies; directs the installation of selected technologies
4. Assesses needs, and develops specific training programs for administrators, teachers, and support staff for the operation and utilization of instructional technology while promoting the use of technological resources as an integral part of the instructional program
5. Acquires and provides the resources required for the application of new and

- emerging technologies in libraries, classrooms, computer centers and support services departments.
6. Participates in district committees to provide advice in the application of technology within the academic discipline.
 7. Works with staff, students and community members to develop plans and policy recommendations necessary for the coordinated, effective and efficient use of technology.
 8. Assesses, plans, and budgets for the developing needs of the district's technology programs and supervises the purchase, inventory, and maintenance of all district-wide technology equipment, supplies, and services.
 9. Oversees the accurate and continuous accounting of the Child Accounting/PIMS program and other reporting requirements.
 10. Coordinates the District's E-rate program.
 11. Coordinates the design, implementation, utilization and maintenance of District local area networks, wide area networks, file servers and other networked or Cloud devices.
 12. Oversees the engineering, testing, troubleshooting and repair of physical breakdowns in voice, data, and video communications cabling and systems.
 13. Supervises the Information/Instructional Technology Services Department staff to maintain the operation and utilization of technology equipment and resources.
 14. Responsible for data network security, and policy compliance.
 15. Attends workshops and training sessions related to instructional technology integration.
 16. Maintains current level of expertise in new instructional technologies, data and communications network technologies, and security trends.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle technology materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

12 month work year. Workdays, salary increases, and benefits are established in accordance with the provisions of the Act 93 Salary and Benefit Program. Initial salary shall be set by the Board of School Directors.

EVALUATION:

Performance of the job will be evaluated at least annually.

ACKNOWLEDGEMENT:

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

Employee Signature _____ **Date** _____