

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Director of Technology

REPORTS TO: Superintendent of Schools

JOB SUMMARY: Oversees and is responsible for all technologies within the district including; academic computing, administrative computing, student information system and financials.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Serves as a member of the Superintendent's Cabinet.
4. Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.
5. Installs, configures, and supports an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintains network hardware and software. Monitors network to ensure network availability to all system users and performs necessary maintenance to support network availability.
6. Develops instructional material, coordinates educational content, and incorporates current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses.
7. Coordinates the utilization of information processing equipment and/or services of the district.
8. Directs the operations of the data processing center.
9. Serves as the coordinator and liaison to all vendors supplying information processing services to the district.
10. Provides in-service training for all district personnel in the use of the district's information systems and services.
11. Coordinates the acquisition, maintenance and upgrading of information processing hardware and software for the district.
12. Performs duties with awareness of all district requirements and policies.

13. Performs other duties as assigned.

QUALIFICATIONS: Five (5) years experience in teaching in the technology or in a related field. Master's degree in special education or related field is necessary. Must possess Pennsylvania Supervisor of instructional technology certificate.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Frequent travel to school district offices, classrooms, and regional office. Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending, kneeling, and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 10 lbs. Ability to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office/classroom environment. Subject to inside and outside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Ability to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills. Must possess supervisory skills. Must possess computer skills. Ability to operate various office equipment. Must possess active listening skills and conflict mediation skills

CLASSIFICATION: Professional staff; Cabinet level position; 12 month classification. Cabinet Code – T.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)