

Ware Public Schools

JOB DESCRIPTION

TITLE OF POSITION: TECHNOLOGY DIRECTOR

QUALIFICATIONS:

- Bachelor of Science degree in computers or related field and experience in network administration/technology support position
- Demonstrates strong project planning skills; proven ability to problem solve and implement system rollout
- Strong interpersonal and communication skills
- Progressive experience as a trainer and developer of system users.
- Technical knowledge of Windows Server Server and client operating systems
- Knowledge of Linux, Unix and Checkpoint firewall a plus
- Knowledge of networking hardware and communication protocols
- Familiarity with long distance video conferencing equipment a plus
- Knowledge of Enterprise WiFi and Networking
- Commitment to pursue ongoing training to maintain state-of-the-art technical skills and expertise
- Ability to work well with teachers and students

REPORTS TO: The Superintendent

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative Functions:

- Support and implement the district's technology plan and school-based technology instructional goals
- Participate in budget decisions related to technology to assist in the provision of a well-chosen and up to date collection of technology materials and equipment
- Research new and emerging technologies in keeping with the district technology plan and school-based instructional goals, providing this information to the district leadership team
- Plan and implementation upgrades to system infrastructure to ensure future access needs are met

Network Functions:

- Responsible for all network-related operations; monitor and maintain network operations and equipment including wired and wireless networking
- Coordinate with and assist the support specialist with maintaining all aspects of security including the administration of user accounts and access privileges
- Coordinate with and assist the support specialist with the administration and support of the site-based instructional and administrative networks, including minor troubleshooting
- Coordinate with and assist the support specialist to ensure the backup of all servers and the maintenance of a tape rotation schedule and log
- Interact with vendors' research and negotiate purchases on behalf of the School District

Application Functions:

- Assist in the rollout of primary information management systems including student information system, financial management system and office automation products
- Coordinate and assist with district data collection and analysis work including state initiatives such as SIMS, EPIMS, SCS, SIF, and the SDDR

End User Functions:

- Support instructional technology by working with all end users
- Coordinate training and conduct staff training
- Maintain state-of-the-art knowledge of technological developments and advancements relative to educational systems
- Support teaching staff in the integration of technology in and evaluation assessment data
- Research and distribute resources that promote excellence in education
- Provide help desk and troubleshooting support for students and teachers
- Perform other duties as may be required by his/her supervisor.

2017-2018

**WARE PUBLIC SCHOOLS
WARE, MASSACHUSETTS**

Technology Support Specialist

Full Time / Full Year Position

THE POSITION: Technology Support Specialist

QUALIFICATIONS: Appropriate licensure, certification, experience, or education
Bachelor of Science Degree or comparable/relevant background

- Knowledge of computer hardware and ability to setup and connect computer systems, replace/add parts, and connect peripheral devices, etc.
- Knowledge of computer networking, switches, and related hardware
- Knowledge of Exchange, Windows Server, and Active Directory
- Knowledge of Enterprise WiFi
- Knowledge of Enterprise Firewalls
- Ability to perform assigned tasks independently and with minimal direction
- Excellent organizational and communication skills
- Familiarity with LCD Projectors, Document Cameras, and other Instructional Technology
- Willingness to keep up-to-date with advances in Technology

REPORTS TO: Technology Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To provide technology help desk support to the Ware Public Schools Learning Community
- Administer user accounts for the network and software applications used by the district or schools as directed
- Ability to execute disaster recovery procedures and backups
- Ability to diagnose and address problems with instructional hardware and software
- Setup and connect and configure computers and other instructional technology tools in various locations
- Install/update software programs and operating systems.
- Assist with any scheduled maintenance of computer systems and technology infrastructure
- Assist with the transmission of electronic state reporting such as SIMS, EPIMS, SCS, SIF, and the SSCR
- Maintain hardware and software inventory
- Monitor network security and ensure adherence to district policies
- Provide individual and group support to teachers in order to facilitate and integrate technology into their classrooms
- Maintain start-of-the-art knowledge of technological developments and advancements relative to education systems
- Serve as the district website coordinator
- Any other duty as assigned by the Superintendent and/or Technology Director

