

Technology Director Job Description

Maintain the District Local Area Network – The number one priority of this position is to make sure the network is up and running when the bell rings in the morning. This consists of updating and maintaining the network hardware and software, updating against virus attacks, providing security against outside attacks and providing the users with the applications they need. The network provides users the ability to save their work, print, access the internet and access network based applications such as the grading and attendance package, the food service system, the heating and cooling system, the library automation system and the athletic scheduling system. The network also provides access to the AS400 system at the RESD that provides all of our financial, payroll and student accounting systems. This position also coordinates the bidding, decision making, acquisition and implementation of all new hardware and software packages into the district. This position also supports a distance learning classroom attached to our network for virtual field trips, virtual classes and online meetings.

End User Support – This position provides daily support for 600 students and over 60 staff members at our main location and two staff members, 20+ students at our alternative education site. This position handles the day to day maintenance, update and repair of 150 computer workstations, over 100 laptop computers and wireless devices as well as multiple printers and copy machines. Supports staff members and students with the use of local and web-based software applications. Provides support, design and maintenance of the District's student information system, Powerschool.

Technology Plan – This position is responsible for the creation and update of a State mandated long range technology plan. This plan outlines the future of technology in the District and how it will be planned and budgeted for. This plan is to be approved at a regional and State level and is required to be approved before the District is eligible for many State and Federal Grants.

Data Backup and Disaster Recovery – Provide a system of backup and recovery for the District's critical data including backups of staff and student data, the district grading and attendance package, the food service system, the heating and cooling control system and the library automation system. A successful plan will decrease the amount of time needed to get the District up and running in the event of an emergency.

Website Manager – Construct and maintain the District's web site. In order to maintain a real-time up to date website, it must be updated daily to provide current information. This portion of the job requires 4-8 hours per week.

Data Manager – Gather data from resources such as MEAP, Tungsten and MiTracker, make the results user-friendly and present them to staff, administration, school board and community.

Communications – Maintains District phone and voicemail systems. Adds and removes users and programs the automated answer menus. Maintains mailing lists for Aggie Express recipients, parent info recipients and staff. Provides local email addresses for all staff members and students.

Other Duties Performed by this Position Include but are not Limited to:

Grants Coordinator – Gather data to write and submit State and Federal grants. Coordinate the Tribal Grant program and assist users in writing and submitting tribal grants. To date, tribal grants alone have generated nearly one million dollars for the District. Review staff purchase orders to make sure they relate to their grant proposals before they are approved for purchase by building administrators.

Building Security – Maintain, update and program the 24 camera digital video surveillance system. The system makes available video for review from the previous two weeks. Maintain, update and program the building's automated door locking system

Career and Technical Educational Information System (CTEIS) Coordinator – Gather data and create three State required reports in order to receive funding for our vocational classes. Reports are due at the beginning of the year, start of second semester and end of the year. A follow-up survey of the past years graduates is also a requirement of this program. Failure to complete any of the above will result in the loss of State funding for vocational programs.

Universal Service Funds (USF) Coordinator – Gather data and file the required forms 470, 471 and 486 to receive USF refunds. Submit request for proposals, review proposals and select vendors. This Federal program has very strict timelines that must be followed in order to receive funding. This is a very time consuming effort but it generates between \$25,000-30,000 a year for the District.

Mid Michigan Network for Educational Technology (MMNET) Technical Contact – MMNET provides the District's internet access, web filtering and some application housing. This position serves as the contact to resolve technical issues and handle problems with MMNET services. This position also sits on the MMNET Technical Committee with the contacts from the other consortium members.

School Safety Coordinator - Work with the Superintendent and School Liaison Officer to train staff and students on school safety issues and plan and conduct school safety drills. Serve on the building emergency response team (BERT).

Title IX Coordinator – Handle Title IX complaints and verify the integrity of the complaint before passing it on to a higher level. Keep up to date on Title IX issues and how they effect educational situations.

Americans with Disabilities Act (ADA) Compliance Officer – Ensures that the District is in compliance with the ADA and handles any complaints the District may receive. Also files any required reports to the State and Federal Governments.

Michigan Educational Grants System (MEGS) Level 5 Security – Highest level of security. Required to submit grants to the State and make any required changes. Also responsible for submitting certifications on school prayer, safety glasses, 8th Grade Technology Certification and others.

Maintenance - Serve as a backup to the Maintenance Director. Trained in the operation of the heating and cooling system. Helps with day to day needs in the Maintenance Director's absence such as minor repairs, plumbing issues and custodial needs.