LEECHBURG AREA SCHOOL DISTRICT
JOB DESCRIPTION – Director Technology

Job Title:	Director Technology	Reports to:	Superintendent
Department/Group:	District Administration	Location:	LASD District
Bargaining Unit:	Act 93	FLSA Status:	Exempt

Job Description

ROLE AND RESPONSIBILITIES

The Director will develop and implement a long-range, comprehensive plan for integrating computer technology into the curriculum and provide support for administrative services. The Director of Technology will be a catalyst whose goal is to expand knowledge through current and future technology. This includes an obligation to lead, model, and otherwise advocate for students, staff, administration, and community members as they strive to balance the values of technology and those of human relationships within their environment.

- Coordinate and evaluate all instructional computer software and hardware needs to ensure and maintain compatibility with instructional objectives.
- Develop the full capabilities of the TCl of Pennsylvania Cable Channel by providing regular" information and instructional programming for the residents of Apollo-Ridge School District
- Develop and coordinate the presentation of all media materials throughout the school district
- Develop and implement a plan to market programs and materials developed by the school district."

The Director of Technology is directly responsible to the Director of Curriculum, Instruction, and Assessment. He is primarily concerned with improving the instructional program through the efficient and effective use of technology. The Director will have knowledge and experience that includes but is not limited to computer technology, laser disc systems, and other interactive video and audio systems. The Director will serve as an in-house resource and support coordinator for information technology. The Director will work with teachers, librarians, the curriculum and instruction director, principals, and administrators to develop and implement a technology plan for K-12 and administrative/ support staff services.

1. Develop a specific training program for administrators, teachers, support staff and students to operate and utilize all instructional/administrative technology.
2. Supervise the preparation and distribution of printed materials (catalogs/bulletins) related to the use and availability of all technological resources.
3. Establish procedures for identifying and copyrighting marketable educational materials developed in the district."
4. Coordinate the production of copied materials for the instructional program, providing incentives, training, and resources for the professional staff's output.
5. Serve as the K-12 chairman of the Technology Advisory Committee of teachers and administrators' representatives.
6. Develop a system of closed-circuit videotape camera-recorder-monitor units for use by the professional staff.
7. Develop and educate. Implement ways in which businesses can establish partnerships to enhance effectively.
8. Develop strategies for the effective and efficient use of all technological resources, both instructional and non-instructional.
9. Evaluate the district's overall computer program annually and make resultant recommendations regarding the program to the superintendent."
10. Perform other tasks and responsibilities as assigned by the superintendent.
11. Provide "First Line" technical assistance; troubleshooting for various hardware-software resources, both instructional and administrative.
12. Administer Title VI
13. Internet Liaison

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A master's degree in an appropriate field, three to five years of experience with technology, and a strong business and education background are preferred.
Three to five years of successful experience in computers relating to teaching, administration, systems analysis, and programming.
Familiarity with state-of-the-art technology concerning administrative and school applications, including network systems.

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Knowledge of support resources and organizations for repairing or purchasing software and equipment, including network systems.

Training in distance computing technology

Internet experience or formal training

Three to five years of successful network management

Demonstrated documented success in accomplishing tasks related to qualifications identified herein.

Excellent oral and written communication skills

PREFERRED SKILLS

- Exhibit clear and concise writing skills in all areas including but not limited to curriculum development, grant writing, bid specifications, and the preparation of manuals and materials."
- Promote and develop the use of technological resources as an integral part of the instructional program.

FISCAL & BUDGETARY MANAGEMENT

- Demonstrate in areas of objectives resources expertise in developing and managing a budget responsibility with emphasis on instructional and priorities given specific budgetary
- Coordinated purchasing and distributing hardware, software, and related computer supplies for programs in the school system.
- Responsible for the distribution of supplies. The coordination of purchasing district audio-visual equipment
- Collaborate with the curriculum director to establish plans for and implement in-service programs that rely on media equipment and materials.

HOME, SCHOOL & COMMUNITY RELATIONS

- Participate as a team member with the curriculum and instruction director, principals, and teachers in the curriculum development process.
- Participate as a team member in facilities planning, design, and utilization projects.
- Serve as liaison with other districts, universities, and external support agencies - MECC, ARIN, Lenape, PDE, and with private agencies/corporations providing technical/logistical support (Apple/MacIntosh, IBM, Alltel),
- Serve as a trainer in district professional development efforts directly related to the Strategic Plan
- Serve as an information resource to parents regarding the acquisition/support of technical resources for home use.
- Collect and analyze technologies improvement processes and information regarding emerging that have potential applications to teaching/learning/administration.

RECORDKEEPING

- Publish the district's annual directory of computer hardware and software."
- Develop and submit an annual progress report to the Superintendent."
- Responsible for inventory, repair records, and location of all technological equipment and materials, including planned replacement and upgrade.

EVALUATION

The Superintendent will evaluate the performance of this job.

Reviewed By:	Name	Date:	Date
Last Updated By:	Dave Keibler	Date/Time:	May 2024

Analysis of Physical Demands of Position

To be included in the Qualifications section as required
by the Americans with Disabilities Act (A.D.A.) Standards.

Check physical demands that apply

Describe job responsibilities that require physical demands checked

1. Strength

     A. Standing ☐ _____

       Walking ☐ _____

       Sitting ☐ _____

     B. Lifting ☐ _____ lbs. _____

       Carrying ☐ _____ lbs. _____

       Pushing ☐ _____ lbs. _____

       Pulling ☐ _____ lbs. _____

2. Climbing ☐ _____

   Balancing ☐ _____

3. Stooping ☐ _____

   Kneeling ☐ _____

   Crouching ☐ _____

   Crawling ☐ _____

   Bending ☐ _____

4. Reaching ☐ _____

   Handling ☐ _____

   Manual Dexterity ☐ _____

5. Speaking ☐ _____

   Hearing ☐ _____

6. Seeing ☐ _____

   Depth Perception ☐ _____

   Color Vision ☐ _____

7. Driving ☐ _____

   (Specify license requirements and type of vehicle)