

Director of Technology and Media Services

Primary Function

To develop, maintain, and manage the technology/media systems and services of the school district.

Organizational Relationships

Reports to the Administrator for Curriculum and Instruction.

Qualifications

- Teaching experience or demonstrated knowledge of curriculum.
- MA or equivalent in Instructional Technology, Administration, Library Science, or a related field.
- School or business experience in technical systems administration.
- Illinois State Board of Education Professional Educator Licensure appropriate to assignment
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the district buildings and grounds
- Ability to speak, write, read, and understand English
- Ability to write and present Board of Education reports
- Ability to handle all district information with confidentiality

Performance Responsibilities

1. Evaluate and manage educational and administrative operating systems: Plan and recommend information systems design to improve the instructional and operational efficiency of the district.
2. Direct the design of district networking including the Internet, LAN, WAN, file-sharing software and system software (e.g. Google Drive, Skyward, Filemaker Pro) and manage services such as student scheduling, student records and report cards, testing data, payroll, accounting, budgeting, and personnel functions.
3. Manage media and technology services to meet building based needs.
4. Supervise department personnel; evaluate performance, and make employment and retention recommendations.
5. Oversee and direct staff development and training.
6. Contribute to the infusion of educational technology into all classrooms by providing leadership in all areas of planning, professional development, and technology resource management.
7. Establish and maintain effective work relationships with the administration, faculty, and community.
8. Maintain the professional competence, knowledge and skill necessary for the satisfactory performance of all assigned responsibilities.
9. Performs other managerial and individual assignments as the Superintendent may direct.

Terms of Employment

260 work days. Salary and work year established by the Board of Education.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel.