

MARION COUNTY JOB DESCRIPTION

Position Title: Technology Support Director	Job Class Code: Director 2
Department: Central Office	
Reports To: Superintendent/District Technology Coordinator	
Approved By: Marion County Board of Education	Date: July 2021

SUMMARY: Organize, coordinate, direct, implement, and supervise: security hardware and software, system-wide equipment, software research and acquisition, mainframe, peripherals, terminals, and office automation. Supervise technical services, the design of central and remote computer systems, and software which interfaces with the telecommunications system. Train, supervise, and evaluate assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Supervise, coordinate, direct, and implement system-wide equipment and software research and acquisition.
- Supervise and coordinate mainframe and peripherals, terminals, and office automation.
- Supervise and coordinate district security hardware and software.
- Coordinate with emergency service personnel on measures related to district security.
- Supervise the central and remote computer systems software and hardware optimization and utilization; interface with systems programming and operations.
- Provide technical guidance and assistance to the District and unit staff for long-range and intermediate planning.
- Supervise and coordinate the interface between central, remote and the telecommunications systems; assist with the back up in the absence of the supervisor.
- Supervise, and coordinate with management present and future needs; implement software development tools and data base designs.
- Supervise technical services and the design of central and remote computer systems software which interfaces with the telecommunications system; provide technical support between the remote microcomputers and the mainframe; provide technical support to the Computer Education Support Unit.
- Train, supervise, and evaluate personnel.
- Perform related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: Professional certifications in technology management and support. Associate degree. Previous experience or training with computers. Supervisory experience preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedure, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff members and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to curriculum and instructional work. Ability to establish and maintain effective relationships with staff and parents. Ability to effectively organize people and materials.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms.

The employee must occasionally lift and/or move up to then (10) pounds such as books and teaching materials. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The ability to travel to other buildings and cities is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise and activity level in the work environment is moderate. The employee will be required to meet deadlines, interact with the public and staff, and at times, work irregular hours.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

