



SOUTHWESTERN C.U.S.D. NO. 9 POSITION POSTING

ADMINISTRATIVE POSITION

 X Regular Posting
 Emergency Posting

Date of Posting: **March 1, 2024**

Position: **District Technology Director**

Start date: May 1, 2024 if possible.

*Contract term July 1 to June 30.

*Regionally competitive salary based on experience.

Qualifications:

A minimum of five years of experience in network infrastructure management, multi-device management, and multiple software application integration. Educational setting experience preferred. Must possess strong communication and interpersonal skills working with staff, students, and parents.

Deadline for making application: **March 15, 2024 or until filled.**

For additional information, you may call the Superintendent's Office at (618) 372-3813, Opt. 0. Email: kbowman@piasabirds.net or agrothaus@piasabirds.net.

All applications should be in writing and delivered to the Superintendent's Office by 2:00 p.m. on the deadline date. Application should include a letter of interest, a resume, references with contact information. Send to Southwestern C.U.S.D. #9, P.O. Box 728, Brighton, IL 62012. Emails are accepted to kbowman@piasabirds.net and agrothaus@piasabirds.net.

Southwestern Community Unit School District #9 is an Equal Employment Opportunity Employer.

SOUTHWESTERN COMMUNITY UNIT SCHOOL DISTRICT NO. 9
PROFESSIONAL POSITION
JOB DESCRIPTION

TITLE: DISTRICT TECHNOLOGY DIRECTOR

REPORTS TO: Superintendent

WORK YEAR: 261 Days

EVALUATION: This position will be evaluated annually by the Superintendent on the basis of the responsibilities listed below.

BASIC FUNCTION:

To provide leadership in all phases of technology for the District, to oversee the computer labs, and to maintain a learning environment consistent with the objectives of the district as directed by the administration.

GENERAL DUTIES & RESPONSIBILITIES

1. Gathers and disseminates various technological information. Reviews and files relevant information and catalogs containing computer equipment, etc. Sends monthly newsletters to the staff about technology activities in the district.
2. Prepares database of licenses, contracts, registrations, and subscriptions relating to technology in the district.
3. Keeps up-to-date on educational software, hardware, and peripherals. Reads technology publications and attends meetings that will benefit the district's aspirations.
4. Conducts district and community surveys and needs assessments. Annually conducts surveys of the community, the staff and students regarding technology activities. Reports the results of the surveys to the administration and the public. Considers the results in purchasing decisions.
5. Coordinates cost effective district purchasing of computers, printers, toners, disks, and support contracts. Prepares specifications and conducts the bidding process for computer hardware.
6. Institutes and operates a faculty and staff computer purchase plan. By working through various vendors, prepares programs which will individually and professionally benefit the staff.
7. Works with the Business Manager to prepare an annual district technology budget and administer the budget. Working the administration, prepares long and short-term technology budgets. Follows up on all purchases to ensure that the orders received are the same as those ordered.
8. Keeps all labs and networks operational.
9. Troubleshoots hardware and software problems.
10. Requests and/or performs necessary equipment maintenance.
11. Assists in the development and evaluation of technology curriculums.
12. Maintains records, filing, and storage of technology materials and supplies.

13. Assesses needs of district technology and incorporates those needs in short and long range planning.
14. Plans and installs computers and computer labs. (Requires lifting of up to 75 lbs.)
15. Other duties as assigned by Superintendent.