Wrightstown Community School District
IT Director
(Job Description)

Primary Objectives
- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- Administer and support the day-to-day operations of technology systems in the District
- Diagnose problems encountered by computer users throughout the District
- Diagnose, determine cause(s), and solve network problems

Performance Responsibilities
- **Department Management**
  - Troubleshoot and repair computer equipment, software, network cabling and hardware
  - Set-up computers and install programs as new computers are acquired
  - Conduct preventative service work on computers and networks
  - Maintain all computer labs
  - Work on educational software set-up, maintenance, troubleshooting and solutions
  - Maintain internet connectivity and e-mail support
  - Load software programs
  - Manage Software Databases
  - Support and Troubleshoot Student Information System
  - Set-up and configure new hardware
  - Maintain up-to-date acceptable use policies for school district personnel and students
  - Manage the placement, use, maintenance, repair, and security of computers and related equipment throughout the District
  - Maintain and update District utilized programs for webpage, professional development, calendar and scheduling, and social media

- **Department Leadership**
  - Provide guidance and direction in the selection and purchasing of network, infrastructure, and computer hardware equipment and the budget to support selections
  - Research new technologies, software and hardware
  - Maintain ongoing dialogue with District Administrator on the District network and hardware and computer needs
  - Provide professional development opportunities for district staff
  - Maintain inventory of computer hardware, software and supplies
  - Maintain procedures to utilize software and hardware licensing requirements

- **Communication**
  - Support a collaborative working relationship with administration, staff, students, and parents to assure information and technology needs are addressed in a proactive manner
  - Maintain contact with IT Directors at the local, state, and with other school districts for further advancement of information and technology in the District

- ➢ **<u>Other Responsibilities</u>**
  - o Perform any other computer responsibilities as assigned by the District Administrator
  - o Responsible for applying for yearly e-Rate grant

- ➢ **<u>Reports To</u>**
  - o High School Principal and/or District Administrator

- ➢ **<u>Qualifications</u>**
  - o Post-secondary training (Associate or Bachelor Degree) with emphasis on network administration and educational technology
  - o Technical experience in a school setting
  - o Understanding of K-12 educational technology needs

- ➢ **<u>Evaluation</u>**
  - o Annual written evaluation to be completed by the District Administrator based upon a mutually agreed upon evaluation system

Adopted: 10/20/2021
Reviewed:
Revised: