



Trinity Area School District

Position Description

- Title:** Assistant Director of Technology
- Position Type:** Exempt
- Responsible to:** Director of Technology
- Responsible for:** Assist in directing and monitoring the proper selection and application of hardware and software in accordance with the instructional goals of the school system

Qualifications:

- Possess an Associate's Degree (Bachelor's Degree preferred)
- Possess knowledge of software and hardware resources available
- Possess experience in the training of staff
- Possess knowledge of Skyward (SIS) and ProSoft Financial System
- Possess knowledge of LMS systems
- Possess 5 years of experience in purchasing and implementing technology in education

Work Year: 260 Days

Performance Responsibilities:

- Assist the Director of Technology in the responsibility for networking a variety of hardware within the school system
- Assist the Director of Technology in implementing/conducting training programs or workshops as they relate to the application of technology in the instructional process
- Assist the Director of Technology in the infusion of technology into the K-12 curriculum
- Participates in system-wide technology advisory committees that are developing long-range plans for the school system
- Assist the Director of Technology in the responsibility of developing and facilitating community usage of computer resources as appropriate

- Assist the Director of Technology in the development of budgeting for hardware and software acquisitions, maintenance, repair, licensing, and etc.
- Attend meetings as requested by the Director of Technology to assist in interpreting the district's technology programs
- Assist the Director of Technology with the responsibility in conjunction with district librarians and principals for developing and implementing a district wide inventory system for hardware and software
- Assist professional staff in instructional design, development of measurable competency criteria and learning objectives, etc.
- Assist the Director of Technology with the maintenance and support of G Suite and Chromebook management
- Performs all other duties the Director of Technology or designee may assign

Physical Demands:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch or crawl. Physically able to perform job responsibilities, including able to lift and handle at least 25 lbs. on a regular basis and at least 50 lbs. on an occasional basis. Exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.¹

Work Environment:

The work duties of this position are generally performed within a healthy, clean office environment, with standard office equipment available.

¹ 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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. Trinity Area School District reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.