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Director of Technology- Job Profile

Job Description: Provides guidance and direction for the use of technology in the school, troubleshoots, conducts inventory procedures, and contacts Tech Support in a timely manner when problems arise. Provides complex technical work developing, maintaining, and supporting computer systems and database applications.

Reports to: Principal

Work Hours and Days: This is a salaried position, so hours may vary at times.

Duties and Responsibilities:

- Create a procedure for staff to submit technology support requests to you. Provide prompt feedback to staff regarding their needs.
- Maintains an Issue Log of Incident and Problems that happen with all IT Equipment and resolving the issues.
- Supports all equipment and maintains an *Asset List* of who has what equipment. Support to include (but not limited to) iPads, Apple TV, Prometheon Boards, all PC's and laptops, network, wireless servers, applications - Content Filtering, Backups, Office 365, AntiVirus/Malware
- Conduct upgrades and patch all servers, network, PC's and wireless equipment
- Set standards for what IT equipment to use when (Where and how to store data, what equipment does the school provide, Bring your own device policy)
- Review and Maintain Internet connectivity with Internet/Network Provider
- Document "How to" material for all applications and ways to work with IT Equipment
- Meet with all partners that supply IT Services and Manage the relationship - UNG, RenWeb, Comporium, and all other software
- Create a knowledge base of IT Solutions for known issues and fixes
- Replace and Refresh all aging equipment
- Make recommendations and support new solutions - Chrome Books, Student Laptops, etc.
- Work collaboratively with the Technology Committee to set a plan in May of each school year for the purchasing and refreshing of all necessary technology for the following school year. This must be presented to the principal in a spreadsheet with a detailed cost analysis.
- Set dates for all parent trainings in May, so that students will begin day 1 of school using devices.

- Maintain current information concerning student access (Acceptable Use Policies signed by students and parents)
- Serve on the STREAM committee to provide leadership and coordinate the planning and implementation of technology integration in the classrooms.
- Assist with building student programs for Technology to support STREAM initiatives - coding programs, Internal IntraNet Website, Application and PC Support, Internal Chat and email
- Create a Student Support Team made up of students in grades 9-12 to assist with minor IT issues.
- Assist staff with the set up of e-mail accounts and Ren Web.
- Motivate teachers to utilize technology in the classroom.
- Provide a monthly newsletter to teachers with new ideas and trends in technology
- Work with the media assistant to provide her with curriculum standards/ lesson plans to be implemented during Tech Class.
- Is responsible for teaching a maximum of one 90 minute block each day.