

## **Joliet Township High School District 204**

**Position Title:** Director of Information Technology Services

**Qualifications:**

1. Bachelor's Degree and appropriate computer coursework
2. Experience in application software operations, maintenance and development.
3. Knowledge of computer hardware purchasing and maintenance.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports To:** Assistant Superintendent for Business Services

**Supervises:** All Information Technology Services staff

**Job Goal:** To provide technical assistance needed to manage in-house data processing and assist faculty, staff and administration at the campus sites to utilize computer technology for administrative purposes.

### **PERFORMANCE RESPONSIBILITIES:**

1. To assist faculty, staff and administration with computer technology and the proper use of both software and hardware facilities.
2. To insure that in-house data processing is successfully accomplished.
3. To coordinate preventive maintenance and make minor repairs on computer hardware and software.
4. To coordinate staff development training in the use of technology for administrative purposes.
5. To recommend new procedures or applications needed to adapt to changing hardware and software needs and demands.
6. To assist as necessary in office automation including the development of schedules, newsletters, and desktop publishing.
7. To effectively communicate with building administrators and other computer technology personnel throughout the district.
8. To operate and maintain different hardware systems.
9. To deal with the various administrative hardware and software problems of administrators, faculty and staff.
10. To transfer software applications from one system to another as needed to most effectively accomplish the information management needs of the District.
11. To monitor and implement the District Technology Plan and annually review and update the Plan.
12. To perform services as they apply to administrative computer technology in the buildings and district: scheduling, composing correspondence, purchasing supplies and software, designing, preparing and distributing various statistical reports, maintaining software and hardware inventories, keeping maintenance records on each piece of hardware, and maintaining appointment schedules for the various systems available.
13. To prepare an annual budget recommendation for administrative technology.
14. Perform such other tasks as may be assigned.

**Terms of Employment:** Twelve month contract

**Salary:** Salary to be determined by the Board of Education

**Evaluation:** Performance on job requirements will be evaluated annually by the Superintendent in accordance with Board and Administrative policy