

LIMA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY	File
Reports to:	Superintendent, Treasurer and Director of Technology	
Job Objective:	Assists in coordinates the planning, delivery, assessment, and ongoing improvement of technology programs	
Minimum	· Master's degree or equivalent training is desirable in computer networking and/or programming . · Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.). · A record free of criminal violations that would prohibit public school employment. · Complies with drug-free workplace rules and board policies. · Proficiency in computer software languages, applications, tools, database management systems, and operating systems is desirable. · Keeps current with advances in technology and workplace innovations that enhance productivity. · Effective organizational planning and project management skills. · Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students. · Expertise in the identification and use of technology equipment/software applications suitable for diverse instructional settings and user abilities. Ability to address the needs of adult learners. · Available to work irregular hours and/or a non-traditional schedule.	
Essential Functions:	The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions. · Assists in developing and implementing strategies to enhance staff and student use of technology resources. Promotes close working relationships with all stakeholders. · Assist in overseeing district-wide computer network and security programs. · Participates as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies and follows administrative guidelines/procedures. · Advances the district's professional image. Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. · Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's continuous improvement plan. · Builds internal/external partnerships that enhance district services and student learning. · Serves as an information resource. Keeps stakeholders informed about emerging issues. · Helps mobilize the community to maintain a strong commitment of support for the school district. · Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems. · Assist in plans, procures, and manages supplemental service contracts related to assigned programs. · Ensures hardware and software compatibility. Receives, inspects, and tests equipment/software. Assists in Facilitates construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.). · Assist in designing wired/wireless networks (e.g., voice, data, video, etc.). Assist in overseeing the installation and maintenance of network connections (e.g., servers, routers, voice/data switches, wiring, etc.). · Assist in maintaining an effective configuration management system. Sets up networks (LAN, WAN, Wi-Fi, etc.) and maintains file servers (e.g., users, space allocations, backups, etc.). · Oversees the maintenance and routine cleaning of equipment. Keeps work areas orderly. Assists in scheduling repairs by vendors as needed. Maintains repair records. · Oversees a perpetual inventory control system for fixed assets. Prepares an end-of-year report. · Encourages program innovations. · Collaborates with supervisors to improve staff skills. Helps staff to identify and use technology resources that compliment teaching styles, build confidence, and enhance skills. · Works with curriculum committees to improve student learning through the effective use of technology in all areas of the curriculum. · Works with teachers to explore adaptations that enhance classroom activities. · Oversees the provision of district-wide help desk services. · Upholds the student conduct code. Maintains high expectations for behavior and performance. · Helps with pupil management issues.	

- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the assistant superintendent and treasurer. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.

The Lima City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 2/08