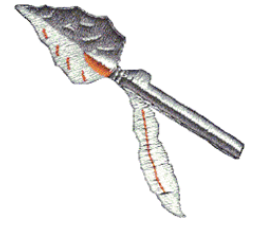


SCAPPOOSE SCHOOL DISTRICT 1J  
33590 SE High School Way  
Scappoose, OR 97056



POSITION DESCRIPTION

**Technology Services Director**

Date: January 2017

**Range Assignment: Confidential**

**Qualifications:**

- At least 10 years IT experience with increasing levels of responsibility
- Experience with Microsoft Security environments
- Proficiency with Windows 7 through 10, Windows Server 2008 through 2012, Microsoft Office, Adobe Creative Suite and Clonezilla Imaging Software, JAMF MDM Interface, Cisco Aeronet Wifi Controller Interface, FreePBX Phone Server Interface
- Must be able to function with a high level of confidentiality
- Demonstrated ability to work as part of a successful team
- To communicate technical information to non-technical staff and to train others in the use of District technology equipment and software
- Show at least one year of supervisory experience in a technical environment
- Must have excellent verbal and written communication skills
- Must be able to work flexible hours when needed.
- Valid Oregon drivers license
- Ability to abide by confidentiality rights of students, staff and parents

**Reports to:** Superintendent

**Performance Responsibilities:**

- Build, install, repair and maintain all desktop PCs
- Transport hardware and equipment needed to adequately perform duties
- Manage classroom technology including VGA projectors, TVs, document cameras, audio equipment and Tablet computers
- Setup and manage all network printers and print queues
- Manage user and object security in Microsoft Domain
- Support Google Mail environment
- Support operation of standard network and desktop software applications
- Diagnose network, server, wireless and application issues
- Manage backup and restore operations
- Network infrastructure and wireless management
- Consult and provide standards for all technology purchases
- Provide ongoing unified planning for district technology resources
- Support computer and A/V needs for District events
- Create and maintain technical documentation required for planning, support and reporting

- Oversee and organize work done by local ESD
- Organize and manage work done by outside contractors
- Coordinate District Technology committee
- Supervise full time Applications Data Specialist position
- Manage annual IT budget
- Manage iPads using JAMF Mobile Deployment Management System
- Track and manage annual district software purchases
- Manage District-wide projector bulb replacement stock
- Continue to plan and execute district-wide aging technology replacement initiative

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Physical requirements for essential responsibilities:**

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)      O – Occasionally (.5 – 2.5 hrs per day)  
 F – Frequently (2.5 – 5.5 hrs per day)      C – Continually (5.5 – 8 hrs per day)  
 N/A – Not Applicable

Physical Requirements	N/A	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control			X		
*Pushing/pulling			X		

Max weight: 40 lbs					
**Lifting/Carrying Max weight: 40 lb			X		
*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books, computer parts					

**Work Environment:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee often works under pressure due to short inflexible deadlines. The employee is routinely interrupted by staff, visitors and/or telephone calls, while performing complex tasks. The employee must work effectively in stressful situations, exercising good judgment in making decisions. The employee is required to remain patient and tolerant with changing conditions. The noise level in the work environment is usually quiet.

**Terms of Employment:**

Salary, benefits and work year according to current confidential compensation plan. Performance of this position will be evaluated in accordance with the Board policy.

I, \_\_\_\_\_ have read and understand the above requirements for this job position and understand its contents.

I am aware that my position description may be revised or updated at any time and one notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_