

Educational Service Center of Medina County

Job Description

Title: **Technology Services Director**

Reports To: Superintendent

Supervises: All personnel employed in the Educational Service Center of Medina County Technology team, including but not limited to, technology consultants, technicians, and support personnel.

FLSA Status: NON-EXEMPT

Qualifications:

- Holds a bachelor's degree or technical college degree in computer technology or related field; or a combination of college/technical school training and actual work experience in computer technology field.
- Must have experience and/or training in the following areas:
 - ✓ Network design and setup
 - ✓ Computer repair
 - ✓ Software review and management
 - ✓ System troubleshooting and design
 - ✓ Technology instruction
 - ✓ Various operating systems
 - ✓ Hardware and software procurement
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

Provides vision and leadership in the technology direction for the Educational Service Center and all technology personnel.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.

3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

Vision, Continuous Improvement, and Focus of Work:

1. Assists the Superintendent in the formation and implementation of the Service Center's strategic planning process.
2. Attends Governing Board meetings and prepares such reports for the meetings as requested by the Superintendent.
3. Chairs appropriate countywide committees.
4. Services upon assignment by the Superintendent as a resource person to Medina County school districts.
5. Works cooperatively with the Superintendent and the Treasurer in investigating and securing alternative funding sources for the Service Center.
6. Works cooperatively with the Superintendent and the Treasurer in developing and administering the annual budget.
7. Serves as a member of the Service Center's Administrative Team.
8. Researches, writes, and administers grants that are related to the Service Center or its customers.
9. Serves as a liaison to all social, professional, civic, volunteer, and community agencies regarding educational issues.
10. Assists in the recruiting, interviewing, and orientation of new ESC employees.
11. ESC liaison with statewide committees and networks.

Essential Functions:

1. To develop and provide technical advice and support to personnel on the Technology Team.
2. To operate as an integral member of the ESC administrative team
3. To work cooperatively with district technology directors to provide cost-effective technology-related services and staffing.
4. Provides leadership in the development of the ESC technology plan.
5. Coordinates the purchase and distribution of technology equipment and materials to ensure that the needs of the ESC are being met in the most cost-effective manner which implements the district's technology plan.

6. Provides training and support of ESC staff in the use of technology for their professional use (includes offer workshops, telephone support, one-on-one training, walk-in support, etc.)
7. Supervise, evaluate, and provide support to other technical personnel
8. Maintains an up-to-date awareness of current software and hardware through participation in technology conferences and in-service opportunities.
9. Network design, administration, maintenance and support
10. Assisting and/or initiating technology grant procurement and development
11. Assists in the evaluation and approve the purchase of software and hardware to be used by the ESC staff.
12. To perform all other related tasks as assigned by the Superintendent of the Educational Service Center of Medina County and/or designee

Other Duties and Responsibilities:

1. Carries out research activities and programs on a need basis as directed by the County Superintendent of Schools.
2. Keeps abreast of developments in technology, and furnishes leadership in determining their appropriateness for inclusion in the districts educational program.
3. Plans and guides the development, implementation, and evaluation of staff development, in-service, and training programs for ESC personnel.
4. Maintains the computer lab (hardware, software, appearance, special setup, imaging)
5. Provides leadership to personnel on the technology team, personnel employed by the Educational Service Center of Medina County, and appropriate school district personnel in the following areas:
 - ✓ Technology consulting
 - ✓ Staff Development
 - ✓ Cooperative technology purchasing
 - ✓ Technology staffing

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue
2. Occasional operation of a vehicle under inclement weather/driving conditions
3. Potential interaction among unruly children

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: November 19, 2012
Revised by Governing Board: November 19, 2018