

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

DIRECTOR of TECHNOLOGY & DIGITAL LEARNING

Minimum Qualifications:

- Bachelor's degree or equivalent combination of training and work experience in computer science or closely related technology field.
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- Strong organizational, planning and project management skills
- Knowledge of the curriculum process and the relationship to technology
- Expertise in the selection and use of hardware and software suitable for diverse instructional settings and user abilities.
- Knowledge of current technological advances and trends in educational management systems and digital learning

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Deputy Superintendent

Job Objectives:

Administers the service center's telecommunications and technology programs. Plans and implements strategies to enhance staff and student use of technology resources including digital learning opportunities. Promotes an effective learning environment for staff and students. Encourages technological program advances and innovations. Keeps the deputy superintendent informed of emerging issues

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Directs the implementation of the service center's technology plan
- Supervises the Center for Technology and Digital Learning staff
- Coordinates the selection of technology equipment, software and supplies
- Ensures the equitable apportionment of technology resources

- Coordinates with the Center for Business and Innovation development of competitive bid specifications for technology hardware and software
- Ensures hardware and software compatibility
- Oversees the installation and maintenance of network and telecommunications wiring, connections and circuits (e.g., servers, hubs, routers, voice and data switches, etc.)
- Maintains an effective management system for the set up and maintenance of file servers, desktops, laptops, email software, copiers/printers and networks.
- Oversees EMIS submissions to ODE for service center programs
- Oversees the eRate program for the service center
- Analyzes data as needed
- Oversees an inventory control system of service center technology hardware
- Oversees the development and maintenance of the service center's webs site.
- Promotes the effective use of available technology in records management and instructional activities.
- Uphold computer technology acceptable use policies.
- Develops procedures that promote the proper use, care and security of technology resources
- Monitors compliance with all licensing agreements
- Works with service center staff to improve and promote student learning through the effective use of technology in all areas of curriculum
- Works with each ESCCO center or office in providing effective technology based professional development opportunities
- Oversees and maintains effective help desk services
- Helps prepare grant and foundation proposals
- Maintains the confidentiality of privileged information.
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020