



EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

OCALI

JOB DESCRIPTION

LEAD INFORMATION TECHNOLOGY SPECIALIST

Minimum Qualifications:

- Valid Ohio administrative licensure appropriate for the assignment
- Master's degree preferred
- Previous working experience with technology hardware and software within an educational setting preferred
- Strong leadership and organizational skills
- Experience in developing and executing technology plans
- Knowledgeable regarding a wide variety of technology hardware and software
- Ability to organize community support for special education programs and student assimilation activities
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.

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: Non-Exempt

Reports To: Senior Director – Integrated Solutions and Project Management

Job Objectives:

To perform duties essential to the function of the project. To conduct all activities according to established office procedures and in a manner that will enhance cooperative efforts among schools, agencies, and parents. To promote the overall efficiency of the local, regional and statewide educational network and maximize the educational opportunities and benefits available to children and youth with autism and low incidence disabilities.

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 OCALI's technology plan
- Coordinates the selection of technology equipment, software and supplies

- Ensures hardware and software compatibility
- Monitors the performance of contractors/vendors
- Orders, receives, inspects and tests equipment and software
- Works with appropriate staff and/or contractors on construction/installation activities
- Oversees the installation and maintenance of network and telecommunications wiring, connections and circuits
- Makes or arranges for repairs
- Maintains an effective configuration management system including set up and maintenance of servers, telcom system desktops, laptops, PDA's, electronic mail, printers, local area networks, LAN, and wide area networks, WAN
- Develops procedures that promote the proper use, care and security of technology resources
- Monitor compliance with all licensing agreements
- Administers and makes recommendations for the OCALI approved budget for assigned areas of responsibility
- Oversees, engineers and maintains databases
- Conducts yearly inventory process
- Recommends the disposal of outdates, nonfunctional or excess equipment and other fixed assets
- Promotes the effective use of available technology in records management and instructional activities
- Upholds computer acceptable use policies
- Conducts staff development and training on technology issues
- Develops action plans, helps resolve problems, maintains open communications with staff
- Completes routine maintenance and routine cleaning of equipment
- Participates in professional growth opportunities
- Attends OCALI meetings as appropriate and assigned
- Files information appropriately
- Maintains project procedures notebook
- 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.

If applicable, 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