Lewiston-Altura Public Schools, ISD #857 - Job Description

Job Title: **TECHNOLOGY ADMINSTRATOR**
Department/Section: Technology Support
State Job Match: 342
Title of Immediate Supervisor: Superintendent of Schools

JOB SUMMARY -- This position provides leadership and direction for the administration and staff in the procurement and implementation of new technologies. Installs and maintains technology equipment.

Task No. And DESCRIPTION

1. Assesses the technology needs of the district and provides recommendations and support for the procurement and implementation of technology.

2. Writes specifications and negotiates prices with vendors and producers for district purchases of hardware, software, and services.

3. Attends professional training in order to keep current with emerging trends in technology and increase technical skills; represents the district at technology-related meetings.

4. Assists in the planning and implementation of staff development activities for technology.

5. Oversees the operation and integration of all networks.

6. Establishes and oversees a procedure for equipment repair and maintenance.

7. Maintains an inventory of all technology equipment within the district.

8. Installs machines, software, and conducts troubleshooting.

9. Operates a help-desk system to provide one-on-one support and training for district staff so they can take care of and operate their machines with minimal support.

10. Coordinates application for E-rate discounts on all technology expenditures and processes required records and report submission to authorities.

11. Deploy and manage infrastructure to support online student assessments.

12. Deploy and manage infrastructure that can support IP video surveillance, event archiving, and remote access for law enforcement.

13. Manage all computer related electronic waste recycling.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

Lewiston-Altura Technology Administrator Job Description

QUALIFICATIONS: Specific training or job experience required before appointment: Background Technology training or experience, e.g., micro-support technical certification desired, familiarity with various operating systems. Communication Skills. Knowledge of Network Systems, Hardware, Software Applications. Physical requirements:

Estimated length of time required for new entrant to achieve acceptable level of proficiency: One year.

ORGANIZATIONAL RELATIONSHIPS: This position reports directly to the Superintendent and works in various capacities with administrative, service, and support staff.

WORKING CONDITIONS: No unusual or extraordinary working conditions.

TERMS/CONDITIONS OF EMPLOYMENT: Salary and benefits reflected by the Lewiston-Altura Schools Support Staff Salary and Benefits Agreement.

PERFORMANCE REVIEW: Annual evaluation by superintendent of schools.

Updated May 14, 2007
Updated December 10, 2012