

JOB DESCRIPTION

Position Title: Director of Accountability, Assessment, & Technology

Status: Exempt

Reports To: Superintendent

Salary: Exempt Classified Salary Schedule

Desirable Qualifications:

- Degree in Technology Management or computer related field
- Minimum 3 years of Overall IT experience
- Alaska Teaching Certificate or Alaska Type B Administrative Certificate

Qualifications:

- Thorough understanding of computer technology including systems and networks.
- Understanding of how to perform skilled technical repairs, upgrades, maintenance, setups and installs on school district computers and peripherals.
- Understanding of how to implement new systems; troubleshoot network switches, oversee server performance and maintenance, perform in-house technical hardware repairs.
- Hold and maintain valid driver's license with no serious violations
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

Performance Responsibilities:

General Responsibilities: The Technology Director holds the primary responsibility within the District to keep computer technology fully operational and up-to-date including the network, hardware and software within the District. The Director is responsible for installing, configuring, and maintaining district systems; and ensuring availability and data integrity of vital systems through planning and implementing comprehensive backup procedures and the performance of regular integrity checks of backup media.

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain confidentiality as required by law in all matters relating to personnel, student records and required perusal of computer logs and data.
- Use discretion in commenting on school matters, including the performance of other school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain a positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as a role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and the general public.
- Be fair and equitable in treatment of all students and staff.

Essential Functions

- Oversee the maintenance, operation and safety of the computer network, hardware and software within the District including backup procedures, maintenance of confidentiality of data and system troubleshooting.
- Supervise the use of department funds.
- Ensure compliance with the applicable Federal and State laws, i.e. – the Children’s Internet Protection Act (CIPA) and the Family Educational Rights to Privacy Act (FERPA)
- Provide district-level network and computer infrastructure management and support
- Develop and implement a long-range district technology and information systems plan in consultation with administrative departments, schools and other staff
- Support technology integration in teaching methodology and program organization, as it relates to the educational process
- Organize and facilitate regular meetings of the technology committee
- Keep current in profession with regard to new information, strategies or technologies

Technology Duties

- Manage District email systems (Google Domain) and web servers
- Maintain operability of the District website
- Maintain content filtering in compliance with District, State and Federal mandates
- Upon receiving proper authority, trace user activity to cooperate with District, State and/or federal investigations
- Keep an accurate inventory of District technology (hardware and software)
- Develop and implement the District Technology Plan according to State and Federal guidelines and in coordination with the overall District business and curricular efforts.
- Assist in coordinating and/or providing staff development opportunities related to achieving the goals of the District Technology Plan.
- Complete reporting requirements related to technology (i.e., e-rate reports) as well as requested reports for the Superintendent/School Board
- Develop and coordinate an annual budget plan; authorize expenditures from the District technology budget.
- Provide for the technical support, repairs, upgrades and deployment of district computers, servers and peripherals
- Consult and coordinate with all contractors/vendors relating to the maintenance and upgrade of the school LAN and WAN.
- Assist with the development of district policies and administrative regulations relating to technology use in the district.
- Maintains licensing documentation for all software purchased by the district and an accurate inventory of computer technology assets in the district.
- Provide operational management and support of district –wide information systems
- Administer PowerSchool Student Information System.
- Work with technology personnel and tech students to provide technical assistance to staff as needed on a daily basis.
- Provides live streaming of athletics and events for the community

Assessment and Accountability

- Provides oversight of the School District’s testing and assessment programs.
- Serves as the primary coordinator for administering, interpreting and reporting the District’s evaluation programs and procedures.
- Serves as the district liaison with the Alaska Department of Education in the area of Assessment and Accountability.
- Oversees and maintains OASIS (Online Alaska Student Information System) data input and integrity.

WRANGELL PUBLIC SCHOOLS

DIRECTOR OF ACCOUNTABILITY, ASSESSMENT, & TECHNOLOGY

- Serves as the district Foundation Funding/ADM report quality control person, working in concert with the Business Manager.
- Calculates the District participation rate for all phases of required testing and submit to the Alaska Department of Education. Review for accuracy.
- Develops proctor training materials and provides training as needed.
- Provides the District the data necessary to evaluate and revise its educational programs, instructional methods, and assessment procedures so that a high standard of teaching excellence and learning may be achieved and maintained.
- Provides the Board, Administration, Staff, Students, Parents and Community with meaningful assessments of the effectiveness of educational programs.
- Develops, implements, interprets, and communicates the results of the District's testing program, and prepares informative reports and instructional materials for the School Board and staff.
- Assists in organization and preparation of data for District year-end reports.

English Language Learner (ELL) Coordinator

- Screens students for ELL Program eligibility.
- Administers assessments such as the WIDA Screener to measure the English Language proficiency of ELL students as required by local, state and federal regulations.
- Completes ELL identification and assessment reports.
- Maintains program documentation requirements including the log of services for all students assigned, testing results, language development progress, teacher comments, parent contact, etc.
- In consultation with certified teacher(s), assists in formulating each student's English language development goals, using appropriate standards-based documents, Language proficiency standards, Grade Level Expectations, and content area standards.
- Conferences with counselors, classroom teachers, students and/or parents, as needed.

General Duties

- Attends training sessions and conferences as required
- Takes safety precautions and reports any unsafe conditions.
- Promptly submits accurate accident reports.
- Performs other duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signature of Technology Director

Date

It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, sex or disability.