

# Jackson Center Schools

204 South Linden Street | P.O. Box 849 | Jackson Center, Ohio 45334-0849 | Fax: 937-596-6490

William M. Reichert  
Superintendent  
Ph: 937-596-6053

Tony Meyer  
Treasurer  
Ph: 937-596-6053

Jeff M. Reese  
4-12 Principal  
Ph: 937-596-6149

Ginger Heuker  
Pre K-3 Principal  
Ph: 937-596-6053

## Assistant Director of Technology

**POSITION:** Assistant Director of Technology (This is a temporary position with the intent of taking over the Director position when training and transition is complete.)

**REPORTS TO:** Current Director of Technology

**STARTING DATE:** To be determined

**SALARY:** Will commensurate with experience and responsibility

**WORK WEEK/YEAR:** Full time – 12 months (260 days)

**DESCRIPTION:** Jackson Center Local Schools is a district with Chromebooks, Windows, and Apple Devices. We are a 1:1 district in grades PreK-12, where every child has a device to aid in their development. The district is committed to providing exceptional technological support to staff and students and to also accelerate educational technology integration strategies among staff.

**QUALIFICATIONS:** Two-year or four-year computer/technology related degree with formal coursework and/or applicable computer/network hardware and software training will be highly considered. Value will also be placed in other technology based certifications.

**EXPERIENCE:** None needed but practical field experience with computer software/hardware installation, networking, server management, mobile device management, system servicing, programming, and management skills will be considered.

**JOB GOAL:** The Assistant Director of Technology will help the Director ensure an effective and efficient operation of the Technology Department by planning, implementing, and supporting the use of technology in our school district, especially as it relates to student performance, curricular technology integration and overall systemic/network support.

### ESSENTIAL FUNCTIONS:

- Support the implementation the district's technology plan by developing strategies to enhance staff and student use of technology resources and promoting close working relationships with all stakeholders.
- Develop and enforce proper IT policies, standards, and security procedures.
- Provide ongoing upkeep on technology media/equipment and maintains work order system/helpdesk. Addresses and troubleshoots problems with equipment, software, etc.
- Works with the Principal and Test Coordinator to administer state and national-level assessment platforms
- Maintain the district's WAN infrastructure (including routers, switches, and firewall), LAN infrastructures, voice communication systems, video networks, Internet access to include Internet filtering, anti-virus protection, and e-mail system.

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- Ensure the continuous operation of wireless networking controllers, access points, and other relevant infrastructure.
- Administrate various mobile device management and cloud-hosted administration systems
- Maintain various server-related activities
- Supervise district printing activities, providing proper support and reporting when required.
- Assist with district web and social media operations, including but not limited to digital brand management, archiving, and compliance.
- Support usage of the district's communication system.
- Administrate the district's internal signage network.
- Oversee and maintain State and Federal Technology Funding (E-Rate, Ohio K12 Network, etc.)
- Provide support for EMIS, StudentInformation (DASL) and GradeBook systems.
- Assist with hardware and software installation activities and accurately document date of installation, location, upgrades, etc.
- Work with administrators/supervisors to schedule repairs with outside vendors as needed.
- Maintain district user access and security provisions for data management systems used by teachers and administrators.
- Work with Maintenance Supervisor and Principals with the technology involved to provide a safe learning environment for students and staff, including but not limited to, fire alarm, video security, 911, PA systems, and door security.
- Collaborate with local government officials and safety personnel, as applicable.
- Maintain relationships with local, state and national vendors as necessary to support the district in technology purchasing.
- Assisting and/or initiating technology grant procurement and development.
- Place technology order(s) as necessary; including creating requisitions, securing purchase orders, and submitting items for BOE agendas as needed, receipt and verification of items received.
- Maintain accurate inventories and records of all district-wide technology hardware, software, and supplies, including financial and staff/student forms/records.
- Renew all technology non-curricular software licenses and service contracts.
- Serve as representative to the district's information technology center

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## **JOB DESCRIPTION**

- Direct, supervise, work alongside, and evaluate technology/information/media support staff.
- Implement training and staff development in the use of technology for classroom use.
- Mentor teachers in current and upcoming educational technology trends.
- Assist with building administrators in the design and delivery of activities related to the integration of technology across the curriculum to improve teaching and learning.
- Keep current with advances in technology associated with work assignments.
- Regularly attend job-specific meetings and professional development.
- Perform such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

Interested candidates should submit a cover letter and resume to:

Bill Reichert, Superintendent  
204 S. Linden St  
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Email: [b\\_reichert@jctigers.org](mailto:b_reichert@jctigers.org)  
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