

RANGELEY LAKES REGIONAL SCHOOL

TITLE: Director of Technology and Communication

QUALIFICATIONS:

1. College degree or related experience
2. Knowledge of public education and its related challenges to using technology for improved productivity and student learning.
3. Ability to use a wide array of software and browser-based applications.
4. Ability to work cooperatively with a variety of end users

REPORTS TO: Building Principal

JOB GOAL: To assist with providing technical support, leadership and training that will provide an efficient technology infrastructure for district students and staff, municipal officers and community access.

RESPONSIBILITIES:

TECHNOLOGY

1. The Technology Administrator will work with the curriculum coordinator to plan and integrate technology in the classroom, which would include any additional training for staff, and students.
2. Will conduct annual software updates and reimagining with Apple related technology.
3. Installs and manages all file and domain servers including upgrades and trouble shooting.
4. Manages all network devices in the school and municipal buildings, including trouble shooting network problems and planning and implementing network security.
5. Assists with administration of the IP telephone phone system, including the faxing system.
6. Provides Level II tech support for staff and other technology department member.
7. Manages helpdesk server, including helpdesk tickets and tech support calls and troubleshooting user problems.
8. Assists in administrating school district web server and district email
9. Assists other departments by providing support for specific software packages, including transportation software, standardized assessment software, school nutrition software, library software and business office software.
10. Manages and maintains all Windows related technology
11. Manages and maintains all projectors and related classroom audiovisual equipment
12. Is responsible for repairs to devices, both internal and external
13. Creates and maintains the technology budget
14. Assists with grant funding related to technology and e-rate
15. Creates, implements, and adjusts district technology plan
16. Manages credentialing, troubleshooting, and implementation of Learning Management Systems
17. Manages all GSuite applications and credentialing for the district

18. Administers the mobile device management system as well as inventory for all technology
19. Performs such other duties as may be assigned by the Building Principal.
20. Follows policies and procedures of the RSU #78 School District and assists the district in planning, implementing and upholding the policies and procedures of the Acceptable Use Policies.
21. Assists with staff user setup and training
22. Serves on District Technology Committee
23. Attends technology training and meetings and directed.

COMMUNICATIONS

1. Maintains, updates, and performs adjustments to the district's website and its domain
2. Creates and adjusts the district's external communication plan
3. Utilizes, explores, and troubleshoots technology used for internal and external communication
4. Assists with projecting messages to the public, as well as choosing the platforms that are used
5. Administers all event streaming and press releases

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to perform network maintenance, hardware and software maintenance
- Working knowledge of web design and applications
- Ability to provide user support for staff and students
- Good written and oral communications skills
- Ability to establish and maintain effective working relationships

WORK YEAR: Twelve-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluations.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at the present time in the future.

APPROVED: 1.31.2022