



## **Technology and Transportation Director**

**Department:** Technology

**Contract:** 225 Days

**Supervisor:** Superintendent

**Status:** Exempt

### **Position Overview & Responsibilities**

Provide comprehensive support and maintenance of hardware and software including budget procurement, planning, implementation, storage, security, and training. Support voice, data, and video systems districtwide; be responsible for all district-owned data and will have access to all such data; coordinate transportation services and serve as the district liaison with the bus company. Supervise technology integration specialists and Curriculum Technology Integration Coordinator.

- Coordinate the district's technology operations, maintenance, and repair including coordinating the support of technology use by students, staff and parents, managing district-wide service, accessing outside support as needed, and coordinating technology installations and upgrades.
- Supervise building technology integrationists and the Curriculum Technology Integration Coordinator to ensure efficient department operations.
- Coordinate training for department and district staff, assist in the integration of technology in curriculum development, and keep staff informed of policies regarding the appropriate use of technology.
- Develop and supervise the technology budget including the monitoring of purchasing in accordance with the district procedures, identifying vendors, and negotiating prices and contracts.
- Coordinate and work with the bus company and district staff to provide transportation services for the district. Responsibilities include: contract negotiations, communication with parents, staff and administration regarding transportation issues, and knowledge of the VersaTrans software package and database management.
- Strategically plan technology needs of the district including developing and updating the district technology plan, recommending policy changes to the school board as needed, and evaluating the program.
- Develop and upgrade specifications for software and hardware, evaluate hardware and software products, and maintain records of licensed software.
- Supervise and support all functions of the district print shop.
- Coordinate the communication with parents through website, parent portal, and mass communication system.
- Chair the district technology committee.
- Attend meetings, workshops, and training sessions as directed by supervisor.
- Perform other related duties as assigned.



# ST. MICHAEL - ALBERTVILLE SCHOOLS

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## **Requirements & Qualifications**

Minnesota teaching license or post-secondary degree in computers, telecommunications, and/or multimedia applications required. Thorough knowledge and understanding of all functions regarding data processing from entering data to output phases of final processing preferred. A minimum of four years' experience with computer information systems or equivalent including voice, data, and video systems preferred. Knowledge of Macintosh and Microsoft platforms preferred. Ability to organize, set priorities, manage, and determine workload and communicate technical issues to non-technical personnel required. Experience in a school setting is desirable; Minnesota K-12 administrative degree preferred.

## **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.