

**South Tippah School District
Technology Director
Job Description**

Qualifications:

Associates Degree in Computer Science or Management Information Systems or equivalent training or experience

Reports To:

Technology Coordinator

Job Goal:

Provide technical assistance and guidance to maintain all technology in classroom and administrative offices

Duties & Responsibilities:

1. Troubleshoot computer problems to determine hardware problem
2. Repair, perform remedial maintenance on computer equipment and related peripherals
3. Order parts as needed for computer maintenance and repairs
4. Fabricate cables as needed
5. Schedule summer preventive maintenance and cleaning of computer equipment
6. Install new computers, peripherals, and software
7. Install peripheral equipment upgrades and/or feature to exiting computers
8. Assist the Technology Coordinator and administration with the research and planning of both hardware and software updates
9. Assist with some software installation and support as needed or as time permits
10. Co-ordinate technology repairs between teachers, administration, and technology coordinator
11. Perform any other duties as directed or assigned

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Technology Coordinator in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____