



HARRISBURG SCHOOL DISTRICT 7

P.O. Box 208

865 LaSalle Street

Harrisburg, Oregon 97446-0208

Telephone: (541) 995-6626 FAX: (541) 995-3453

Bryan Starr, Superintendent

Jason Carothers, Chairman

EMPLOYMENT ANNOUNCEMENT

DATE: September 13, 2022

POSITION: Technology Director

Full time, 8 hours per day, 260 days a year

\$67,993 - \$78,102 per year, depending on experience

APPLY TO: <https://harrisburg.tedk12.com/hire/index.aspx>, or to:

Bryan Starr, Superintendent

Harrisburg School District

P.O. Box 208

Harrisburg, OR 97446

BENEFITS: Employer paid insurance CAP to assist with health, dental and vision premiums, employer paid Basic Life and AD&D policies. Leaves: two (2) weeks paid vacation, two (2) days of personal leave, ten (10) days sick leave, seven (7) paid holidays, and a generous PERS retirement contribution.

JOB SUMMARY

Directs the development, coordination and maintenance of the district's local and wide area networks, servers, workstations, mobile devices, printers, security cameras, phones and software systems. Provides support and training in technology in all district programs, instructional and administrative. Participates in the development, implementation and evaluation of a long-range plan for the application of technology in all district programs.

TECHNOLOGY SKILLS AND KNOWLEDGE

1. Provide security support by setting up new staff system access and ROLE/TASK assignments and staff email access.
2. Must have demonstrated technology competency in a wide spectrum of functions, and have demonstrated ability to provide support for all District technology programs.
3. Ability to efficiently and effectively utilize communication, collaboration and productivity suites including: G Suite and MS 365 Office.
4. Understanding of Microsoft Server, VMWare, G Suite Admin, Meraki networking, JAMF, MDM, Windows OS, Chrome OS and iOS.
5. Understanding of network architecture and management.
6. Understanding of classroom audio/visual systems in planning, use and management.
7. Understanding of learning management software (LMS) in use and management.
8. Understanding of network printing protocols and management.
9. Ability to quickly learn and manage various district-level networking programs for internet filtering, wireless management, security, antivirus, backup system, virtual servers, student management software, VOIP phone system, security cameras, access control and paging systems.
10. Must be able to work independently, multitask and prioritize tasks appropriately.
11. Ability to research, troubleshoot and repair a variety of complex technology-related hardware or software problems as the need arises.
12. Demonstrated ability to learn and implement new technology skills rapidly.
13. Effectively communicate technical concepts to a non-technical audience, in written or oral form.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Maintains a cooperative relationship with fellow staff members, students, and the general public.
2. Adheres to and enforces district, state, and federal laws, policies, procedures, and regulations.
3. Advises and/or performs district planning, purchasing, coordination and maintenance of technology equipment, software and supplies.
4. Provides training in areas of technology.
5. Participates in developing standards for the acquisition and maintenance of technologies.
6. Keeps abreast of emerging technological changes and acts as a resource person.
7. Troubleshoots and maintains individual workstations, mobile devices, district networking, and all technology-related hardware and software.
8. Installs computer hardware and software throughout the district, including software customization.
9. Orders and stocks technology supplies and parts.
10. Organizes inventory, maintenance and repair, storage and handling of all assigned technology equipment and materials.
11. Acts as liaison between district and ESD or other service providers.
12. Assists in the assessment and budgeting for new technology equipment, software and supplies.
13. Maintains accurate and current data related to all technology related items within the district, including hardware inventory tracking, software licenses, network device configurations, confidential passwords, and all other related items.
14. Participate in the development, writing and implementation of the District Technology Plan.
15. Operate and support staff in the phone system, card lock security system and the camera system.
16. Appropriately maintains and secures confidentiality in adherence to job duties.
17. Maintains appropriate certifications and training hours as required.
18. Complies with applicable District, state, local and federal laws, rules and regulations.
19. Attends work regularly and is punctual.

EDUCATION AND/OR EXPERIENCE

1. BA/BS Degree in computer science, information systems, education or related field.
2. A minimum of three years of experience in technology administration.
3. K-12 instructional experience preferred but not required.
4. Demonstrated ability to exercise good judgment, tact, and diplomacy.
5. Such alternatives to the above as the Board deems appropriate.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job at any time, as it deems advisable.



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Physical Skills Required and in Practice:

Work involves standing/walking for long periods

1. In a regular work day employee may:
 - a. Stand/walk -- About seven eighths of the time
 - b. Drive -- Zero to four hours (seasonal)
 - c. Sit -- One eighth of the time or less
2. Employee may use hands for repetitive:
 - a. Single and double grasping
 - b. Pushing and pulling
 - c. Fine manipulation
3. Feet--Some equipment may have foot controls
4. Employee will regularly need to:
 - a. Bend
 - b. Squat or kneel
 - c. Lift
 - d. Climb steps
 - e. Utilize tools
5. Lifting: Medium to heavy work--occasionally lifting 40 to 65 pounds, with repetitive sitting, standing/walking movement.

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APPLICATIONS CLOSE: October 31, 2022

EMPLOYMENT BEGINS: November 28, 2022

EQUAL OPPORTUNITY EMPLOYER

Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, national origin or the presence of a non-job related handicap. Reasonable accommodations for the application and interview process will be provided upon request and as required by the Americans with Disabilities Act of 1990. Disabled persons may contact Bryan Starr, Superintendent, at (541) 995-6626 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Relay at 1-800-835-2900.

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