

**GENESEE JOINT SCHOOL DISTRICT NO. 282**

**Genesee, Idaho**

Position Vacancy

**TITLE:** Technology Director

**CONTACT FOR APPLICATION:**

Lezah Shinkle, Clerk  
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**SUMMARY:**

To support staff and students by designing, maintaining, supporting, and integrating technology.

**QUALIFICATIONS:**

1. No degree required, **prefer** AA/BA/BS degree in Technology or Education
2. Working knowledge of Google Suite for Education, Active Directory, Group Policy, DNS, DHCP, Microsoft Office, Windows server, Mobile Device Management (MDM), routers, switches, and wireless technology
3. Operating Systems: Windows, MacOS, iOS, Chrome OS
4. Working knowledge of and/or experience in network wiring, low voltage wiring specifications, and accepted wiring standards
5. Installation and maintenance of internet connectivity and services
6. Knowledge of concepts and capabilities of PC and mobile technology including troubleshooting, repair, and maintenance of equipment
7. Ability to work closely with students and in conjunction with staff, parents, and community members
8. Ability to work with third party hardware and software vendors for purchasing, maintenance, and implementation
9. Knowledge of school operation and procedures
10. Knowledge of web development
11. Certification (MCSE, CCNA, CompTIA A+, etc.) helpful but not required
12. General understanding of E-Rate, ISEE, Student Information Systems helpful but not required
13. Must pass a State Department of Education Background check.

APPLICATION DEADLINE: OPEN UNTIL FILLED

## MAJOR JOB RESPONSIBILITIES:

1. Manage, troubleshoot, and repair 1:1 laptop deployment at the 7-12th grade level with frequent student interaction
2. Administer Chromebook and iPad deployments at the k-6 level
3. Installing, maintaining, and modifying district data, voice, video and internet networks (hardware, software, firewalls, filters, routers, switches, servers and infrastructure) for maximum reliability, performance, and security
4. Develop, manage, and maintain network services including: Google Suite for Education, Active Directory, DNS/DHCP, file sharing, switching and routing, wireless connectivity, web services, and applications both local and cloud-based
5. Administer Student Information System (Lumen Touch)
6. Install and maintain internet service and other LAN related items
7. Assist in district technology planning, goals, and procedures as a leader of the technology committee
8. Ensure compliance with Federal and State guidelines such as CIPA, FERPA, and COPPA
9. Collaborate with administration, staff, and students concerning equipment, software, and training
10. Provide hardware and software setup, preventative maintenance, repair, troubleshooting, and security for client devices (PCs/Mobile) and servers
11. Assist in web page creation, management, and postings
12. Attendance at training, workshops, and conferences to continuously update skills
13. Assist teachers in working with students in all subject-area computer applications either in labs or classrooms as needed
14. Maintain and install printers, ink and supplies, as well as network printer services
15. Training and supporting staff and students on the use of the internet and systems according to the District's Acceptable Use Policy
16. Other duties as assigned

## TOOLS/EQUIPMENT USED ON THE JOB:

Multiple hand tools, books, reference materials, computer hardware, software and other equipment.

## PHYSICAL DEMANDS:

Standing, walking, sitting, frequently lifting 25-35 lbs and sometimes 75 lbs, occasionally pushing or pulling 100 lbs, stooping, kneeling, crouching, twisting and bending, frequent reaching. Environmental conditions working inside most of the time, sometimes noisy.

## TERMS OF EMPLOYMENT:

1. Twelve month, full-time position (7:30 AM – 4:00 PM)
2. Salary depending on experience and education.
3. Comprehensive benefit package including health, dental, vision and life insurance, public employee retirement, sick leave, personal leave, and annual vacation.