

# Tipton Community School Corporation

---

1051 S. Main Street • Tipton, Indiana 46072 • Office: 765-675-2147 • Fax: 765-675-3857 • [www.tcsc.k12.in.us](http://www.tcsc.k12.in.us)

## **Assistant Director of Technology**

Assistant Director of Technology

Category/Classification: Full- time/Non-Certified

Reports to: Director of Technology

### **General Summary of Position**

The Assistant Director of Technology is responsible for the support of students and instructional staff in the implementation and operation of technology in the classroom.

### **Essential Functions And Responsibilities**

- Oversee the support and distribution of technology in the elementary school
- Support K-5 teachers in the implementation of 1:1 iPads and MacBooks
- Provide training for instructional staff in the implementation and integration of technology in the classroom.
- Demonstrate continuous effort to improve operations, work cooperatively and jointly to provide quality seamless customer service
- Upgrade and maintain all corporation websites
- Support Virtual Learning Platforms and provide job embedded training on their use
- Support the streaming of monthly board of the education meetings
- Perform other job-related duties as assigned.
- Remain current in all aspects of technology integration and implementation

### **Knowledge, Skills, And Abilities**

- Experience supervising, including the ability to train and inspire staff, and promote enthusiastic teamwork.
- Excellent interpersonal and creative problem-solving skills.
- Exceptional written and oral communication skills.
- Physical And Mental Requirements
- While performing the duties of this job, the employee is regularly required to stand, walk, lift and/or move a maximum of 15 pounds. Occasionally is required to bend at the knees, bend at the waist, reach (extending hands and arms in any direction), handling (grasping, holding or turning objects), working with fingertips, and hearing sounds/communication.

### **Education, Experience, And Training**

- Degree in Information Technology preferred, but not required
- Experience in the K-12 setting preferred, but not required
- Certifications in Google Level 1 and 2, Google Certified Trainer preferred, but not required

**Contact Length: 224 Days at 8 Hours per day**

**Pay Rate: \$16.00-\$19.00 Per Hours + Benefits**