Hamilton County Community Unit School District No. 10

<u>Vacancy Notice</u>

POSITION:	District Informational/Instructional (IT) Technology Director
BEGINNING DATE:	As mutually agreed upon
LENGH OF EMPLOYMENT:	12 Months
SALARY/BENEFITS:	Regionally competitive. Actual salary and benefit package to be negotiated with successful candidate.
IMMEDIATE SUPERVISOR:	Superintendent of Schools or his Designee

QUALIFICATIONS:

Degree in computer science or equivalent required

Five years of IT experience preferred

Minimum of 3 years of system administration experience preferred

Skilled in LAN/WAN installation, configuration, maintenance, and performance tuning

Knowledge and expertise in the techniques of technology networking, hardware and software systems, and systems of support in the area of education

Good interpersonal skills

Ability to maintain confidentiality

Strong organizational, project management, and communication skills

Familiar with Google Education/Chrome books, Student Information System (SIS), state reporting, grant writing, and E-Rate preferred

More detailed job description and performance responsibilities may be viewed at www.unit10.com under the Employment Link

APPLICATION PROCEDURE:

Application packets should be submitted to the Superintendent of Schools at the following address **no later than September 29, 2017**:

Jeff Fetcho, Superintendent
Hamilton County Community Unit District No. 10
117 North Washington Street
P. O. Box 369
McLeansboro, Illinois 62859

APPLICATION PACKET:

The application packet should include the following:

1. A completed non-certified application form (available from the unit office or on-line at www.unit10.com, click on employment link).

2. Letter of application highlighting qualifications, strengths, and reasons for interest in the position.

3. Professional resume indicating a continuous record of prior employment and specifics of prior job responsibilities.

4. A list of at least three (3) professional references who may attest to the candidate's technological and personal competencies.

5. Other materials the candidate may wish to submit which demonstrate qualities suited to the position.

Anticipated Vacancy Notice

District Informational/Instructional (IT) Technology Director

Hamilton County Community Unit No. 10 School District is seeking applications for an experienced Informational/Instructional (IT) Technology Director. The successful candidate would be able to demonstrate his/her ability to maintain the district network and computer/technology systems to support the use of technology as an instructional, learning, and administrative tool.

Qualifications:

1. Degree in computer science or equivalent required
2. Five years of IT experience preferred
3. Minimum of 3 years of system administration experience preferred
4. Skilled in LAN/WAN installation, configuration, maintenance, and performance tuning
5. Knowledge and expertise in the techniques of technology networking, hardware and software systems, and systems of support in the area of education
6. Good interpersonal skills
7. Ability to maintain confidentiality
8. Strong organizational, project management, and communication skills
9. Familiar with Google Education/Chrome books, Student Information System (SIS), state reporting, grant writing, and E-Rate preferred

Performance Responsibilities:

1. Install new/rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
2. Diagnose hardware and software problems, and replace defective components.
3. Responsible for maintenance of all district infrastructure.
4. Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to appropriate media.
5. Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system application logs, and verifying completion of scheduled jobs.
6. Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.
7. Perform regular security monitoring to identify any possible intrusions.
8. Apply patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure/add new services as necessary.
9. Provides leadership in identifying hardware and software purchases that meet the educational technology goals of the district.
10. Responsible for ensuring E rate acquisitions and compliance.
11. Performs tasks as assigned and prioritized by district administration.
12. Trouble shoot and resolve problems with software, hardware, and networking.
13. Provides technology-related support to all staff in the district and school. Assists staff with technology projects. Assists in planning for delivery of services to staff and coordination of technology to support teaching and learning. Lead training sessions in groups and one-on-one settings.
14. Responsible for maintaining the districts telecommunications systems.
15. Responsible for setting up equipment for special programs and meetings as required; flexible hours may be assigned.
16. Adjust daily/weekly schedule in the best interest of the district.

17. Demonstrates cooperation, courtesy, and willingness to improve conditions and situations involving staff, parents, and students.
18. Attends work regularly, dresses appropriately, is conscious of responsibilities, maintains confidentiality, and conducts tasks with integrity.
19. Performs other duties as assigned by district administration.

Application Procedure:

Application packets should be submitted to Jeff Fetcho, Superintendent, Hamilton County C.U.S.D. No. 10, P. O. Box 369, McLeansboro, IL, 62859, no later than September 29, 2017.

Application Packet:

The application packet should include the following:

1. A completed non-certified application form (available from the unit office, 618-643-2328, or on-line at www.unit10.com, click on employment link).

2. Letter of application highlighting qualifications, strengths, and reasons for interest in the position.

3. Professional resume indicating a continuous record of prior employment and specifics of prior job responsibilities.

4. A list of at least three (3) professional references who may attest to the candidate's technological and personal competencies.

5. Other materials the candidate may wish to submit which demonstrate qualities suited to the position.