



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Director of Technology Services and Media Services
Reports To: Deputy Superintendent
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: TZ
Prepared Date: 11/2012
Last Revised Date: 11/2012

Summary: Lead people to create and maintain innovative, reliable, and effective technologies and services to improve organizational performance and student achievement at KRESA and school districts regionally.

Essential Duties and Responsibilities:

- Creates, plans and executes vision for Technology Services and REMC12 departments
- Directs technology/REMC12 management budgeting, strategic and tactical planning, business process, and technology infrastructure design and management
- Oversees planning, implementation, and operation of all technology infrastructure
- Establish critical processes, policies, and procedures that support stable, secure, and accessible technology resources
- Work collaboratively with MiCase and area ISD/RESA's and LEA's to effectively share technology resources that benefit k-12 education
- Oversee helpdesk operations to ensure a high level of customer satisfaction
- Performs high level technical support
- Develops and administers budgets in excess of \$2 Million annually
- Markets and promote services to other regionally
- Oversee proper filing of Universal Service Fund forms
- Review and apply for relevant grant opportunities
- Manage a variety of projects simultaneously
- Establish beneficial vendor relationships and review contracts
- Ensures all KRESA technology systems are properly maintained and updated
- Explores new technologies and REMC services for future planning and potential implementation
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook

Education and/or Experience:

Bachelor's degree (B.A.) from four-year college or university; or five to eight years related experience and/or training; or equivalent combination of education and experience

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Delegates work assignments as appropriate

Keep administrators abreast of department activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Ability to write reports, correspondence, policies and procedures

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Develops strategies to achieve department goals

Performs duties as workload necessitates

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

Supervisory Responsibilities:

Directly supervises 20-25 employees in the Technology Services and REMC departments; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; responsibilities include interviewing, recommending the hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.