

ILLINOIS LUTHERAN SCHOOLS, INC. (ILS)

Ministry Description

Technology Director

Adopted: December 3, 2007

Revised: September 20, 2010; August 18, 2014; March 20, 2017

Qualifications:

1. The Technology Director of Illinois Lutheran Schools, Inc. (ILS) must be eligible for a Divine Call and have the recommendation of the President of the Southeastern Wisconsin District of the Wisconsin Evangelical Lutheran Synod.
2. He shall hold to and carry out his calling as outlined in 1 Timothy 3:10,12-13 and Titus 1:5-9, and in this position description.
3. He shall have membership in a Wisconsin Evangelical Lutheran Synod (WELS) congregation and be faithful in worship (Hebrews 10:19-25), in study of God's Word (2 Timothy 3:14-17), and in service to the congregation (Galatians 6:10).
4. It is recommended that he have a minimum of five years experience in public ministry at the elementary, junior high, or high school level and possess knowledge and understanding of Information Technology.
5. It is desirable that he possess a master's degree and pursue knowledge and/or experience in infrastructure and education technology, and educational opportunities that will grow him in these areas.

Accountability:

1. The Technology Director shall be accountable to the ILS Superintendent.
2. He shall serve as an advisory member on the Academics and Public Relations Committees of the ILS Board of Directors.
3. He shall report and work jointly with the ILS Superintendent, JHS/HS Principal, and ES Principal, and the ILS Director of Publicity and Marketing in the discharge of his duties.

This position description shall be reviewed by the Superintendent in consultation with the ILS Board of Directors in the regular policy review cycle and as the position needs to be filled.

Duties and Responsibilities:

The specific duties and responsibilities of the Technology Director include, but are not limited to the following:

1. The Technology Director shall be responsible for developing and implementing a comprehensive technology plan that will benefit the school in carrying out its mission and vision.

This includes but is not limited to:

- a. evaluate, budget, purchase, install, manage, and troubleshoot hardware and software technology needs
- b. supervise the integration of technology into the classroom
- c. maintain and upgrade current hardware and software while also ensuring proper recycling of old and discarded equipment
- d. maintain accurate records for proper licensing
- e. maintain and perform regular backups of current files and archived records and files
- f. maintain internet security (firewalls, spam and phishing filters, Google software, viruses)
- g. maintain and update network and internet policies and procedures
- h. oversee ILS website, Facebook, Twitter, and other social media
- i. provide training and support to faculty and staff

2. He shall share in the various supervisory assignments expected of all staff members.

3. He shall supervise as delegated by the Superintendent any allocated support staff.

4. The teaching load for the Technology Director shall be no more than 4 classes per semester.

5. The Technology Director may only participate in a co-curricular activity at ILS, at the discretion of the administration, in order to provide sufficient time and energy toward the duties and responsibilities of this position.

6. The stipend associated with the duties and responsibilities of the Technology Director is \$3,000.