

# Oakridge School District 76

## Technology Director (25-58)

### JOB POSTING

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#### **Job Details**

*Posting ID*

**25-58**

*Title*

**Technology Director**

*Description*

Oakridge School District No. 76  
76499 Rose Street  
Oakridge, OR 97463  
**Vacancy Posting 25-58**

TITLE: Technology Director  
JOB TYPE: Confidential position

ASSIGNMENT: To provide leadership and coordination in the use of technology and the management of Oakridge School District's technology resources.

#### DUTIES:

1. Organizational
2. Develop and periodically update a long-range technology plan.
3. Develop annual timelines for implementation of the technology plan.
4. Provide leadership in planning for the instructional use of technology.
5. Maintain a current inventory of computers and other equipment for the system.
6. Maintain a software inventory and insure that all software licenses are up-to-date.
7. Apply for and maintain records on technology grants.
8. Maintain documentation and records on the district network.
  - o Security policies
  - o Groups and group policies
  - o User login information
  - o Physical layout of the network
  - o Logical organization of the network
  - o Schedule maintenance on equipment.
  - o Develop and maintain an equipment replacement schedule.
  - o Maintain and schedule updates to the district and school websites.
  - o Coordinate licensing, repair and upgrades within the system budget.
  - o Assist in meeting the requirements of government programs utilizing technology.
  - o Assure compliance with laws and government regulations regarding use of computers and the Internet.

#### Instructional:

1. Assist with planning at the system and building levels for the instructional use of technology.
2. Assist subject area committees in setting goals related to the use of technology in instruction and selecting compatible software when new texts or materials are purchased.
3. Maintain membership on appropriate committees in order to coordinate the applications of technology in instruction.
4. Review current literature on computers and technology and disseminate this information to staff and students.
5. Provide in-service training to teachers and staff either by doing the training or coordinating the training.

6. Train staff to use equipment and software.
7. Assist staff in adapting technology to fit individual needs.
8. Maintain contact with and obtain training from state organizations that support educational technology.
9. Attend local and regional workshops and conferences to keep up-to-date on technology.
10. Maintain contact with external organizations in the state that support the use of technology.
11. Encourage and facilitate increased use of computers and technology by staff and students.
12. Report to the school board and other interested groups on activities that have taken place and on progress achieved in meeting technology goals.

#### Technical:

Provide recommendations and specifications for acquisition of computer equipment, software, and related resources and equipment.

- Assist with the selection and purchase of equipment and support materials needed to reach system goals.
- Obtain bids for equipment and supplies
- Prepare and submit requisitions for equipment and supplies
- Place and setup equipment.

#### Computers:

1. Printers
2. Power protection
3. Install and upgrade software.
4. Setup and optimize the user environment.
  - Install appropriate programs for room/grade
  - Memory and storage management
  - Login and network access
  - Email
5. Assist staff in operating equipment, using software programs, and adapting technology to individual needs.  
Obtain troubleshooting tools and establish a troubleshooting approach

#### Monitor LAN usage:

- Internet Bandwidth
  - Block internet sites
  - Data storage and quotas for users
  - Virus quarantine
1. Install, manage, and monitor performance of network servers
  2. Develop and maintain the district and all school web sites
  3. Establish and maintain email system
  4. Provide technical support for administrative database systems
  5. Install, upgrade and provide technical support for teacher grading programs and student information systems
  6. Establish and maintain an efficient backup plan and protect backups.
  7. Establish and maintain LAN security, software use guidelines, and virus protection

#### CONDITIONS:

1. 12-month position – Confidential Employee
2. Three-years Experience Required working in the Technology Field and/or a Bachelors Degree in Computer Science.
3. High school diploma or equivalent

## SALARY: Confidential - IT Salary Schedule

1. Salary is based on experience and will be placed using the Confidential - IT Salary Schedule

## BENEFITS:

- PERS - 6% Employee share paid by District
- Life/Accident Insurance
- Medical/Dental/Vision - Full coverage as needed or cash-in-lieu
- Sick Leave
- Personal Leave
- Vacation Allowance

## APPLICATION PROCEDURE:

1. Internal candidates who meet the minimum qualifications need to submit a letter of interest:
2. **Closing Date: Open Until Filled**
3. Application: You may apply on-line at [Oakridge.k12.or.us](http://Oakridge.k12.or.us) under "Job Opportunities."

*Oakridge School District will provide reasonable accommodations to qualified individuals with disabilities who can perform the essential functions of the position held or desired. Oakridge School District does not discriminate on the basis of gender in admission to or employment in its educational programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to the Office of Civil Rights. Designated Title IV Coordinator: Joseph Brissette, Oakridge Junior Senior High School, 47997 W. 1st Street, Oakridge, OR 97463 or call at (541)782-2231. Title IX, Education Amendments of 1972 (Title 20 U.S.C. Sections 1681-1688). Equal Opportunity Employer*

Posted: 06/27/2025

Shift Type	<b>Full-Time</b>	Salary Range	<b>\$76,730.00 to \$86,360.00</b>
Salary Code	<b>Per Year</b>	Job Category	<b>Confidential</b>
External Job Application	<b>Classified</b>	Internal Job Application	<b>Internal Candidate</b>
Location	<b>Oakridge School District</b>	Posting Status	<b>Active</b>
Minimum Qualifications Screening	<b>High School Diploma/GED</b>		

## Job Application Timeframes

Internal Start Date	<b>06/27/2025</b>	General Start Date	<b>06/27/2025</b>
Internal End Date		General End Date	

## Job Pools

Pool Name	Quantity	Requisition ID	Requisition Title
<b>Default</b>	<b>1</b>		

## Alternate Job Contact

Name	<b>Cathryn Korth</b>	Title	<b>Human Resources</b>
Location	<b>Oakridge School District</b>	Phone	<b>(541)782-2813 Ext 375</b>
Email	<b>cathy.korth@oakridge.k12.or.us</b>		

## References

Automatically Send Reference Check	<b>No</b>	Reference Check Form	
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