

**HARBOR SPRINGS PUBLIC SCHOOLS  
800 State Road  
Harbor Springs, Michigan 49740**

**Notice of Vacancy**

**TECHNOLOGY DIRECTOR**

<b>Starting Date</b>	To be determined
<b>Requirements</b>	<ul style="list-style-type: none"><li>- Assist with strategic planning for technology (planning physical layout, hardware and software needs, and long-range goals)</li><li>- Install or assist in installation of hardware and software</li><li>- Assist staff with technology problems</li><li>- Perform routine software and hardware maintenance</li><li>- Contact/contract with vendors and service providers</li><li>- Assist with responsibilities for USF, handle inventories, logs and schedules</li><li>- Manage and monitor district technology systems</li><li>- Assist with maintaining district website(s)</li><li>- Lead district technology team</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>- Working knowledge of Windows and Mac operating systems</li><li>- Ability to work on a variety of hardware</li><li>- Organize and maintain materials, budget, record, logs and inventories</li><li>- Ability to communicate well with staff</li><li>- Ability to use outside resources and services and to determine when those services are needed</li><li>- Understand network security</li><li>- Understand voice, video, data, and messaging systems</li><li>- Prefer experience in an educational setting</li></ul>
<b>Compensation</b>	\$65,000 Full-time Benefits Package
<b>Contact</b>	Please submit a letter of interest, résumé and credentials to: Mark Tompkins, Superintendent Harbor Springs Public Schools 800 State Road Harbor Springs, MI 49740 Tel. (231) 526-4540
<b>Application Deadline</b>	Friday, March 12, 2010—4:00 pm EST

**Posting Date—Monday, March 1, 2010**

