

**Northern Indiana Educational Services Center (NIESC)**  
**NIESC is seeking applicants for the position of:**

**Assistant Director of Technology**

**Core Responsibilities:**

- Promote improved student achievement and attainment of school goals by appropriate utilization of technology in each school
- Improve teacher effectiveness by appropriate utilization of technology in each school
- Promote efficient use of financial resources used for technology in each district
- Assist schools in securing 100% of non-competitive technology funding available for their schools
- Promote awareness of competitive funding sources
- Support center staff in accomplishing center goals efficiently and accurately

**Required Qualifications:**

- Outstanding human relations and leadership skills
- Good communicator
- Honest and trustworthy
- Ability to plan and provide training for students, teachers and support staff
- Ability and skills in record keeping, organizing schedules, and meeting hard deadlines
- Willingness to respond as needed in emergencies
- Possess adequate core technical knowledge and skills to evaluate vendor performance, problem solve technology issues and develop strategic and service plans

**Desired Qualifications**

- A minimum of five years' experience in the school setting
  - Knowledge and experience using technology to support student learning
  - Degree in education or management
  - Experience with new building construction/renovations and coordination of infrastructure planning, installation and commissioning of new systems.
  - Experience with issuing RFP or RFQ for managed technology services (MSP) and evaluation of proposals
  - Experience planning and leading a technology team at the building or corporation level
  - Experience working directly with students as a teacher, coach, or club sponsor
  - Experience with E-rate and other governmental funding sources
  - Experience writing complete grants
- Timeline:
    - \*December 7, 2018 - Opening Posted
    - \*January 11, 2019 – Application Deadline
    - \*February 1, 2019 – Hiring Recommendation Finalized
    - \*March 2019 – Target Starting Date
  - If interested in this position please apply by mailing or emailing a letter of interest and complete resume to:

**Dr. Randall J. Zimmerly, NIESC Executive Director**  
**56535 Magnetic Drive - Mishawaka, IN 46545**  
[rzimmerly@niesc.k12.in.us](mailto:rzimmerly@niesc.k12.in.us)  
c- (260)463-1337 / w – (574)254-0111  
**NIESC is an equal opportunity employer.**