

Director of Technology

CLASSIFICATION: Classified

QUALIFICATIONS:

1. Bachelor's Degree in Computer Science or related field
2. Experience with Active Directory and other Microsoft and Google Technologies
3. Willingness to work with district in continuing to keep certification current to district's needs
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Superintendent or his/her designee

JOB GOAL: To ensure district resources are operational and accessible and introduce new technologies while providing a positive working environment for staff

ESSENTIAL SKILLS:

1. Must have effective oral and written communication skills
2. Must have strong interpersonal communication skills
3. Must have ability to lead groups to consensus
4. Must be able to make effective presentations to the Board of Education, staff, parents, and community
5. Must be able to operate a computer and other technology equipment

PERFORMANCE AND JOB RESPONSIBILITIES:

1. Design, installation and maintenance of district's networks.
2. Planning, costing, scheduling, and acquisition of software, hardware and related technology operations.
3. Planning, installation and maintenance of district servers and infrastructure.
4. Maintain a safe and efficient working environment.
5. Manage backup and disaster recovery operations.
6. Write and revise district policies, reviews, practices, and documentation related to technology.
7. Ability to supervise others with little direction from administration.
8. Work with Technology Committee to develop and execute a district technology plan.
9. Manage and assign network log-in protocol/passwords.
10. Oversees and manages the District Technology budget
11. Manage district's wireless network.
12. Manage district's video surveillance and distance learning equipment.
13. Manage district's voice network including associated hardware and software.
14. Develop training for end-users in various software applications and network related procedures as needed.
15. Assists with PC maintenance, troubleshooting and repair.
16. Oversees, manages and seeks out alternative funding sources (E-Rate, ETC...) for district technology needs.
17. Evaluate department staff as necessary.
18. Other responsibilities as assigned by the Superintendent.
19. Maintain confidential nature of all school related material.

TERMS OF EMPLOYMENT: Twelve-month position with applicable health and life insurance, annual vacation and sick leave allowance provided. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative/classified personnel.

PHYSICAL, MENTAL AND VISUAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand, walk and sit. Additionally, the employee may occasionally be required to push or lift up to 50 lbs as necessary for the safety and well-being of others. Lastly, this job requires the employee to have the vision ability to read handwritten or typed materials, and meet multiple demands from several people while interacting with other staff and the public.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DUTIES: The most significant duties of this position have been included in this job description. However, this job description is not an exhaustive list of all duties performed. In addition, the District may modify this position as needed to reflect the assignment of additional or supplemental duties assigned. Employees are expected to perform all assigned duties regardless of whether such duties appear in this job description.