



## **Director of Technology**

### **Purpose Statement**

The job of Director of Technology is done for the purpose/s of making decisions related to the technology vision and information technology (IT) management of the District. The Director is responsible for ensuring the smooth and effective running of the extended IT infrastructure and allied facilities of the organization; working closely with Administration to help IT deliver the expected strategic benefits to the District; and is responsible for recruiting, training, supervising and evaluating all technology staff.

This job reports to Superintendent

### **Essential Functions**

- Assigns IT staff to respond to user generated work orders and service tickets for the purpose of maintaining District computer hardware and software systems are functioning properly and available for use.
- Assigns technicians to assess the malfunctions of computer hardware and/or software applications for the purpose of determining appropriate actions to maintain, upgrade and replace computer and network operations throughout the district.
- Communicates with a variety of personnel (e.g. systems managers, internship coordinators, teachers, secondary and elementary directors, building administrators, etc.) for the purpose of assisting in resolving network problems and facilitating network use.
- Coordinates the repairs to computers, peripherals, network equipment and software, requiring specialized computer and electronics repair skills for the purpose of maintaining computer and network equipment in a safe and functional operating condition.
- Coordinates the installation of a variety of technology related items (e.g. computer hardware, patches, software, peripherals, network equipment, modem connections, etc.) for the purpose of maintaining safe and effective district and site operation including classrooms, library and computer labs.
- Coordinates with outside agencies and vendors for the purpose of providing viable technology services to the District.
- Coordinates the upgrades of computers, peripherals, network equipment and software applications (e.g. installation, testing, configuring, etc.) for the purpose of meeting the computer processing needs of the users.
- Devises the overall District IT framework for the purpose of creating a blueprint for IT procedures, practices, procurement strategies, expansion, improvement, support, and maintenance of the IT infrastructure.
- Maintains a high level of customer service throughout the District for the purpose of maximizing technology services to staff and students.
- Maintains DHCP services including assigning static addresses to printers, wireless access points and servers for the purpose of downloading files, updates and programs to improve the functioning of the LANS.
- Maintains user account information (e.g. maintains passwords and access rights, security, systems groups, etc.) for the purpose of ensuring system integrity and confidential file control.

- Monitors Internet usage of staff and students for the purpose of reporting inappropriate usage to District and school administration.
- Monitors and maintains email systems for the purpose of ensuring minimal interruptions to district use.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District.
- Performs backup systems and recovery on District and school site server systems for the purpose of ensuring that electronic information is available as needed by District staff.
- Prepares and maintains a variety of written materials (e.g. work order reports, inventory control, procedures, repair logs, maintenance logs, software manuals, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Supervises, manages and evaluates District IT employees for the purpose of ensuring competent and timely service to District personnel and optimizing maintenance of IT hardware and software.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating computer equipment and related peripherals; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operating procedures for computer and related peripheral equipment; industry standard programming languages and systems development protocols; and computer software and networking terminology.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; meeting deadlines and schedules; working with frequent interruptions; and working flexible hours.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:** At least three years in educational administration or job related experience.

**Required Testing**

Pre-Employment Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

CompTIA Network+ (Required within 6 months of hire)

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

Lane 1