

Job Description

Position Title	Director of Technology and Information Systems		
Building	District	Department	Information Technology
Hours	Salaried	Supervisor	Superintendent of Schools
Band and Grade	D-61	Tools and Equipment	Computer, laptop, iPad, applicable software, phone, copy machine, diagnostic equipment

Primary Function	Provides comprehensive management and direction of the District's operations. Plans, develops, and implements technology in the District and develops and implements short- and long-range plans and strategies to effectively support the District's vision and goals.
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Essential Duties	
1	Supervises staff to include prioritizing and assigning work; conducts performance evaluations; ensures staff is trained; ensures that employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary recommendations.
2	Researches, designs, analyzes, implements, and monitors systems to optimize performance.
3	Develops short- and long-range technology plans that support the District's vision and goals and make the best use of limited financial resources. Includes establishing a life cycle plan and replacement/rotation schedule for all technology hardware and software.
4	Creates, maintains, and disseminates operational policies and procedures to optimize the performance and use of existing technology systems.
5	Consults with principals and District Office administrators on issues affecting technology usage and identifies training needs. Designs and delivers staff training on the usage of the District's technology system.
6	Budgets for technology purchases. Researches, plans, and supervises purchases of all technology, and monitors the technology budget.
7	Prepares and submits operational reports and analysis of the District's technology systems.
8	Departmental management – Provides leadership, vision, and management to the IT Department; oversees the revision of the IT Technology Plan on an annual basis; works with administration and staff to assess and respond to IT needs; works with interested students in helping develop their computer skills; holds regular departmental meetings to review goals and initiatives, promotes team building, and works to provide growth paths for staff; supervises the ongoing goal of providing an online IT helpdesk (also for building maintenance), provides quality and timely support to employees concerning hardware and software needs; provides day-to-day supervision, conducts performance appraisals, and delegates work assignments to Desktop Support Specialist; administers

	the department budget; administers the erate for the District; serves on planning and policy-making committees as needed.
9	Hardware and systems software – Establishes infrastructure to support and guide departments in computing and information technology efforts; identifies emerging information technologies to be integrated and introduced; oversees the development, design, and implementation of new applications and changes to existing computer systems and software packages; assesses new computing technologies and the feasibility of system enhancements to determine potential value; supervises the ordering, acquisition, inventorying, and disposition of hardware and software; serves as primary contact with outside vendors in the generation of RFPs, bids, contracts, agreements, and other major vendor interactions.
10	Systems operations and maintenance – Maintains the integrity and continual operation of the network including the inter- and intra-building wiring and wireless networks; ensures the continual functioning of mission critical operations; coordinates the filming/uploading of content for our webcasting contract; maintains security and privacy of the information systems, communication lines, and equipment; maintains and supports our VoIP phone infrastructure; develops, reviews, and certifies all back-up and disaster recovery procedures and plans; oversees IT-related aspects of all construction and renovation projects; works as projects dictate.
11	Serves as a technical resource on all matters related to the qualitative operation of the school district's technology system.
12	Prepares and submits regular reports, updates, and analyses on the operation of the school district's technology system.
13	Oversees the District's website; provides training as needed; and oversees authorization of employees' need to access particular areas of the website.
14	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Associate's Degree in information systems management or a related field, six years experience providing desktop support, with four years experience managing information systems, and current certification as a Microsoft Certified Professional, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of supervisory theories and principles. • Knowledge of District vision, goals, policies, procedures, and practices. • Knowledge of system concepts, topologies and protocols, standards and management tools sufficient to perform systems management, performance optimization, preventive maintenance and problem isolation and resolution. • Knowledge of computer hardware and software compatibilities and limitations sufficient to design systems that meet specifications and standards. • Knowledge of budgeting practices. • Knowledge of information system analysis and design techniques. • Knowledge of computer hardware systems.
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	<ul style="list-style-type: none"> • Knowledge of computer software operating systems. • Knowledge of software applications.
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Skills Required	<ul style="list-style-type: none"> • Skill in applying supervisory theories and practices. • Skill in preparing and developing plans, reports, and documentation. • Skill in designing technology systems. • Skill in operating and maintaining all networking equipment, servers, PCs, and peripheral equipment. • Skill in identifying, researching, and resolving technical issues. • Skill in identifying technology needs versus wants. • Skill in using computers and related software applications. • Skill in communicating technical information to a non-technical audience. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.
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Physical Activities/ Requirements	<p>Stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing, repetitive motions.</p> <p>Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of forces constantly to move objects.</p>
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