

## Sperry Public Schools

<b>Job Title:</b>	Director of Information Technology Infrastructure and Support
<b>Reports To:</b>	Superintendent
<b>Supervises:</b>	None
<b>Job Goal:</b>	To increase student achievement and efficiency in district processes by (1) providing strategic planning for the district's technology systems and infrastructure, (2) improving the readiness and service levels of the existing infrastructure to include all networks and mission critical applications, and (3) by providing technology implementation training and support services for the effective integration of technology.
<b>Employment:</b>	Hourly wage to be determined by the Board of Education. At-will for the first year of employment. Employment will be considered annually after the first year of employment. Position is for 260 days and is non-exempt under FLSA status.
<b>Requirements:</b>	<p>Associate degree or higher in a technology related field or equivalent experience. Four plus years of related technical experience in supporting information technology in a public school or similar environment preferred. Employee will be subject to random drug testing. Must have effective written and oral communication skills and good interpersonal skills. Ability to lead projects, develop project management documentation, and to work without close supervision.</p> <p>Associate degree or higher in a technology related field. Experience may be substituted for formal education. Experience in an educational environment is preferred. Employee will be subject to random drug testing. Must have effective written and oral communication skills and good interpersonal skills. Ability to lead projects, develop project management documentation, and to work without close supervision.</p>

**GENERAL RESPONSIBILITIES:** These statements are intended to describe the responsibilities, duties, and skills associated with this position and are not intended to represent an exhaustive list of all the responsibilities, duties, and skills required:

- Provide leadership and develop technology strategies aligned with district goals;
- Use comprehensive knowledge of hardware configuration, troubleshooting and repair, as well as in-depth knowledge of network management and experience to acquire, maintain, install, and configure routers, switches, network operating

- systems, Desktop Operating System (Microsoft), TCP/IP, and other protocols and peripheral devices;
- Perform network design, wide area connectivity, workstation configuration, needs assessment, business process re-engineering;
  - Maintain and implement internet/intranet connectivity, remote access, and migration;
  - Understand and implement cabling design, e.g. (Fiber Optics, Category 6);
  - Design, maintain, and troubleshoot the district's voice, data, and video networks;
  - Work with vendors on the implementation of technology;
  - Research and implement technological advances in the industry for the betterment of the district;
  - Manage Microsoft and VMWare Servers;
  - Keep informed of network standards and policies;
  - Provide on-site technical assistance to all schools and administrative offices;
  - Procure, install, and maintain telephone systems for the school district;
  - Design and maintain the security and administrative controls of technology system;
  - Perform management, monitoring, and upgrades for of all technology systems;
  - Utilize data storage and replication technologies to ensure data is managed to provide full backups, continuity of operations, and disaster recovery;
  - Monitor the server application, system, and security logs using various tools;
  - Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches;
  - Participate in appropriate in-service and workshop programs and attend required meetings;
  - Adhere to federal statutes and regulations, Oklahoma school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations; and
  - Perform any and all other duties as may be assigned.

Specific skill sets desired include:

- VMWare,
- Microsoft Server 2008, and 2012,
- Network Printing,
- Network Attached Storage Concepts,
- Wireless Network Concepts,
- Firewall Concepts, and
- Layer 3 Concepts; switching and static routing.

Sperry Public School is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.