

Marcola School District/TEACH NorthWest
Position Description

Title: Director of Technology Services
Department: Technology
Supervised by: Superintendent and TNW Director(s)

Position Purpose:

The MSD/TNW Technology Director is responsible for the overall planning, organizing, and execution of all Information Technology functions for the district/TNW, agency departments and other contracted users within the program parameters set by the MSD/TNW Board and administration. This includes meeting staff and student requirements as well as the support and maintenance of existing and upcoming technical solutions.

Core Job Functions:

1. Follows and maintains knowledge of all District policies and procedures.
2. Complies with applicable District, state, local and federal laws, rules and regulations.
3. Works effectively with school staff and as a team member with demonstrated ability to project a positive and friendly attitude while maintaining a professional atmosphere to provide reliable service to customers.
4. Maintains confidentiality and integrity of electronic records.
5. Makes decisions independently and in a timely manner.
6. Keeps current with emerging technology.
7. Direct the operations of the Department of Technology Services.
8. Submit budget information to the Superintendent to assure efficient and effective operation of the department within the established budget.
9. Supervise, evaluate, and make recommendations to the Superintendent regarding selection, assignment and other personnel matters related to Technology staff.
10. Provide Superintendent and Board with information related to technology changes and advancements.
11. Serve as a member of the MSD/TNW Administrative Team.
12. Facilitate MSD/TNW technology meetings
13. Be responsible for leadership in technology areas such as: evaluation of new advances in technology, development of new/improved programs and services, strategic planning, writing policies related to technology, marketing, cooperative ventures, and application development.
14. Maintain appropriate records and submit requested reports.
15. Represent the interests of the MSD/TNW and user community when negotiating vendor contracts.
16. Performs other related duties, as assigned, to support the success of the agency.

Department Specific Responsibilities:

A. Technology Direction

1. Establish system-wide software and hardware standards, requirements and specifications.
2. Review and approve all technology purchases to assure compatibility with integrated systems.
3. Prepare proposals for system technology upgrades, updates, and needs.
4. Develop, manage, and evaluate the technology budget for the district in conjunction with district administrative staff.
5. Review reports of computer and equipment use, equipment reliability, and maintenance to ascertain costs and to plan for lower cost options moving forward.
6. Directs technology staff in technology maintenance and installation.
7. Meets with administrators and teachers to determine and/or integrate new technology.
8. Evaluates and recommends hardware and software purchases and replacement.
9. Maintains an inventory of technology in the district.

10. Supervises the installation of computers and related equipment throughout the district.
11. Coordinates with MSD/TNW staff to develop and maintain a five year technology plan for the district.
12. Troubleshoots and repairs computer hardware and software when appropriate.
13. Works with administrative staff and the facilities director in the long range planning and design of new technology systems installation into existing and new buildings.

B. Network Administration

1. Provides installation, configuration, testing, maintenance, and replacement of the following equipment: Routers, Bridges, Switches, and Wireless Access Points.
2. Provides the following services: ISP connectivity, content filtering, external DNS.
3. Premise Wiring Design, Identification, and Testing

C. Server Administration

1. The MSD/TNW Technology Director provides server administration support.
2. Provides installation, configuration, testing, maintenance, and replacement of the following equipment: Servers, Storage Devices, Network Video Recorders, and Server Room Hardware.
3. Provides design, installation, and support for the following services: Active Directory, Internal DNS, DHCP, Printing, Activation, and Storage Management.

Knowledge, Skills and Abilities:

- Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas; and contributing to building a collaborative environment and positive team spirit. Strong customer service orientation.
- Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents or staff. Ability to read, analyze and interpret periodicals, professional journals, technical procedures. Ability to write reports and procedure manuals. Ability to speak effectively before students and staff.
- Demonstrate computer competency in wide spectrum of functions including all aspects of networking, file servers, print servers, email, directory services, DNS, DHCP, Group Policy, backups, etc. Demonstrated ability to learn and apply computer technology skills rapidly.
- Ability to appropriately communicate with students, teachers, administrators, vendors and others.
- Ability to exercise good judgment, prioritize needs, follow through on tasks, and work in an environment with frequent interruptions with little or no supervision.
- Familiarity with TCP/IP network protocols, firewall management, and operating system configuration.
- Demonstrated leadership and management skills including project planning, organization and budgeting.
- Strong interpersonal skills to foster and maintain collaborative working relationships with K-12 school personnel, community colleges, contracted agencies and district staff.
- Excellent oral and written communication skills.
- Ability, skill and experience in the recruitment, hiring, assignment, supervision and evaluation of district staff in order to achieve agency and department outcomes.

Education and Experience:

- Valid Oregon Driver's License (or ability to obtain) and good driving record; provide own reliable transportation and insurance.
- Minimum of 2 years of work experience in a position responsible for managing server environments: installing, configuring and maintaining server hardware and associated network equipment; server performance tuning and monitoring tools; and storage technologies.

- Successful, progressively responsible local and wide area network experience including supervision, development of program-oriented budgets, and multi-project management.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work is performed in a variety of locations which involves travel; usual indoor conditions (i.e., sitting, walking, and climbing stairs). Must have the ability to repetitively lift and move moderate to heavy weight equipment/boxes (30-60 lbs.), and required hand/eye coordination in the efficient operation and set-up of computers and related equipment.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the MSD/TNW Board policies for evaluation.

TERMS OF EMPLOYMENT:

Number of days per year as per negotiated agreement.

This is to certify that I have read this Position Description and agree with its contents.

Employee's Signature Date

The statements contained herein reflect general details as necessary to describe the principal functions of this job, and level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements.
