Job Title: Technology Director   **Wage/Hour Status:**

Reports to: Executive Director   **Pay Grade:**

Dept. /School: School Resources Division   **Date Revised:**   November 1, 2012

Primary Purpose:

Direct and manage the information systems, computer systems, Infrastructure, VOIP (Voice over Internet Protocol) services for the district. Ensure efficient, effective and secure access to information and related technology by all campuses and administrative divisions. Effective planning for future needs for all district stakeholders in the delivery of computer and information systems.

Qualifications:

Education/Certification:

- Must have a Master's Degree in Technology and/or Business related field and
- Must have a Bachelor's Degree in computer information systems, computer engineering or other related field
- Project Management Certification, preferred

Special Knowledge/Skills:

- In depth knowledge of Data Center operations, Security protocols, IT service delivery
- Extensive knowledge of Internet infrastructure and practices
- Ability to detect, analyzes, and solves technical problems
- Knowledge of computer applications development and implementation
- Ability to implement, create policies and procedures
- Strong organizational, communication, and interpersonal skills
- Must have the ability to understand, read, and speak English

Experience/Eligibility:

- Five years experience in supervision and management of information systems department and infrastructure experience
- Must be eligible for employment in the United States

Major Responsibilities and Duties:
Technology and Information Systems

1. Develop and implement policies, procedures and standards for all technological and enterprise systems

2. Assist schools and administrative departments to develop and implement plans to address technology needs, including the evaluation of hardware and software and management of information relating to attendance, grade reporting, scheduling, demographic data and budgetary information.
3. Consult with management to evaluate and implement tools and methods to deploy district information on the Internet and Intranet.
4. Develop and implement district standards and specifications on hardware and software use.
5. Develop and implement a district wide network plan.
6. Assist in the development, documentation, and communication of acceptable use of electronic communications policy, regulations, and standards.
7. Manage, direct and assign priorities and personnel to major projects to insure attainment of district and department goals and objectives
8. Oversee the management of all computer hardware and software throughout the district.
9. Insure the timely and accurate reporting of the PEIMS system.
10. Assist in the implementation of staff development in the area of information management and technology applications.
11. Develop and implement a disaster recovery plan.
12. Ensure data integrity and security through appropriate protection from intruders, viruses and other potentially harmful Web-related technologies.
13. Assist in the development of a long term planning for the purchase of technology and infrastructure components to meet the operational and instructional needs of the district for five or more years.

Policy, Reports and Law
14. Implement the policies established by federal, state law and district guidelines in the area of information management and technology.
15. Compile, maintain and file all computerized and physical reports, records and other documents required.

Budget and Inventory
16. Administer the information services and technology budget and insure that programs are cost effective and funds are managed wisely.
17. Compile budget and cost estimates based upon documented needs assessments for instructional and operation departments.
18. Develop specifications for RFPs for computer hardware, software, maintenance and related services.
19. Assist in the development and implementation of a district wide fixed asset inventory system for efficient delivery and accountability of technological assets.
20. Develop and implement a computer replacement and obsolesce cycle of instructional and operational computer systems.
21. Assist in the application and RFP processes for the E-rate program.
22. Purchase instructional technological equipment based on federal and state purchasing guidelines (State Compensatory Funds and Title Funds)

Personnel Management
23. Prepare, review and revise job descriptions in the School Resources Division as it pertains to information management and coordinating services.
24. Develop training options and develop plans to insure exemplary operations in the information services and technology arena.
25. Evaluate job performance of employees to insure effectiveness.

26. Recruit, train and supervise personnel and make sound recommendation relative to personnel placement, transfer, retention and dismissal.

Other
27. Attend professional growth activities to keep abreast of innovations in information management and technology services.
28. Comply with policies established by federal and state law, State Board of Education rule, and local Board policy.
29. Perform other duties necessary for the effective operation of the School Resources Division.

Supervisory Responsibilities:
Support Technicians, System Technicians, Information Anaylsts, Network Manager, Help Desk Technician and department secretary

Equipment Used:
Personal computers, servers, hand-held devices and peripherals.

Working Conditions:
Mental Demands/Physical Demands/Environmental Factors:
Repetitive hand motions and prolonged use of computer. Prolonged or unusual work hours. Frequent district wide travel and occasional state wide travel

Evaluation:
Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature   Date

Print Name

Reviewed by   Date

Administrative Approval   Date