GENERAL DESCRIPTION

The essential function of the position within the organization is to plan, direct and supervise the implementation, integration, administration and maintenance of technology throughout the District. The Director's areas of responsibilities include cybersecurity, infrastructure, emerging technology, business continuity and technology support services.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Provides professional leadership and technical expertise in planning, developing and implementing modern technology to support District instructional technology functions.

Direct infrastructure and IT support staff to maintain a secure, highly available environment.

Oversee data center operations, servers, storage infrastructure, and network systems.

Ensure proper functioning of hardware, software and specialized applications.

Research and evaluate new technologies, products, and services. Recommend innovative solutions to enhance educational and administrative processes.

Developing and maintain the District's Security/Technology/Disaster Recovery Plans. Ensure continuity of critical systems during disruptions or emergencies. Develop and implement security standards to safeguard the school system's network, data and systems.

Manage procurement, inventory, maintenance and surplus of technology equipment. Ensures the provision of effective and adequate technology training and user support for District staff and teachers, in areas of responsibility.

Develops and manages assigned operating and capital budgets; approves and monitors expenditures and prepares related financial reports; seeks, secures and administers grant funds to support specific technology projects and programs.

Maintain wide-area network and local-area networks, including all routing and switching technology and security measures; designs and implements new school and existing school computing infrastructures; coordinates with facilities and construction personnel on developing and designing wired and wireless infrastructure.

Recruit, train, supervise and evaluate IT personnel. Establishing staffing standards and assignments, prepares annual employee performance evaluations.

Provides assistance and leadership in planning the integration of technology in District instructional programs. Meets with curriculum and instruction. Suggest ways to use instructional technology.

Provides assistance and leadership in planning the integration of technology in District business programs. Meets with departments to suggest ways to use technology to enhance processes and operations.

Coordinates integration on any new networked systems to be interfaced with existing information systems.

Oversees the work of outside contractors as necessary to ensure compliance with District policies, procedures, contracts and specifications, and standards of quality and safety.

Receives and responds to inquiries, concerns and complaints regarding technology issues, policies and procedures and services in areas of responsibility.

Represents the department and District at various meetings as appropriate.

Compiles data for and prepares a variety of records and reports as required by the District, schools and/or other agencies for general reporting and/or decision-making purposes.

Performs general administrative tasks as required, including but not limited to attending meetings, preparing correspondence, entering and retrieving data, preparing presentations for groups.

Attends training, seminars and conferences as necessary to maintain and enhance job knowledge and skills.

Other Duties:
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:
"*Data Responsibility***"** *refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility:
"*People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:
"*Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility for achieving major economies or preventing major losses through the management of a highly complex and/or technical department.

Mathematical Requirement:
"*Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:
"*Communications" involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:
"*Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:
"*Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with extremely serious impact - affects entire organization and impacts other

activities/organizations and the general public; where loss of life and/or damage is highly likely.

Equipment Usage:

"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

"*Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

"*Education Requirements" refers to job specific training and education required for entry into the position.*

Requires a Bachelor's degree; a Master's degree in Information technology is desirable.

Licenses Certifications Registrations Required:

"*Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid state driver's license.

Experience Requirements:

"*Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires eight years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

"*Physical Demands*" refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis; requires moderate dexterity in operating machinery, tools or office equipment.

Unavoidable Hazards:
"*Unavoidable Hazards*" refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to electrical shock, heights, traffic.

Sensory Requirements:
"*Sensory Requirements*" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:
Annual Contract

Reports To:
Executive Director, Operations & Planning

Supervises:
Departmental Staff

PAY GRADE: From: DD To:
Exempt
Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Board Approved July 30, 2024