

Board Policy

Code No. 303.5E8

ADMINISTRATIVE DUTIES Director of Technology

TITLE: Director of Technology

QUALIFICATIONS:

1. Bachelor's Degree in Computer and Information Sciences, General: Computer Science, Information Science, Management Information System or Other Field Leading to Expertise in Same
2. Three years' leadership and/or management experience in Infrastructure and/or Network/Computer support in medium to large network environment and knowledge of Cisco routers and switches
3. Three years of Microsoft SQL Server administration experience
4. Strong understanding and experience working with Microsoft Active Directory
5. Experience working with Cisco Unified Communications Manager
6. Such alternatives to the above qualifications as the Board of Education may find appropriate.

REPORTS TO: Superintendent

SUPERVISES: All District Technicians and Network Administrator

JOB GOAL: The Director of Technology is responsible for planning, purchasing, installing and maintaining physical technology systems of the District in a condition of excellence enabling full educational use of technology at all times in compliance with local, state, and federal regulations and requirements. This is a hands-on position with responsibilities that range from strategic and long range planning to implementation of district-wide technology solutions.

PERFORMANCE RESPONSIBILITIES:

1. Makes decisions and demonstrates leadership that support the mission, goals and interest of the district and of students.
2. To coordinate and implement the District's Technology Plan within budget for infrastructure, support and security necessary to drive technology required in today's classrooms and administrative centers and ensure infrastructure, both wired and wireless, is designed to be robust yet flexible as district shifts toward new technology.
3. Create and maintain all district-wide network and wireless infrastructures.
4. Create and maintain all district-wide telephone infrastructures.
5. Ensure network bandwidth capacity, flexibility, mobility and security meet the needs of our schools in real-time.
6. Manage servers, backup, storage, network and performance to ensure system failures are minimized while applications and systems are constantly monitored.
7. Consult with users, management, vendors and technicians to assess computing needs and system requirements.
8. Hire, train, evaluate and develop technology team members.

9. Meet with administrators, vendors and other members of the Instructional Technology (IT) team to solicit cooperation and resolve problems.
10. To maintain and manage the district computer accounts for the purpose of computer software and hardware.
11. To coordinate the District software and hardware inventory.
12. To work cooperatively with the Computer and Network Technician(s) in providing on-going "trouble-shooting" support for hardware and software problems to professional and support staff.
13. To assist in assessing, reporting, and meeting the District's CSIP.
14. To represent the District at board, local, regional and state meetings.
15. To file the Universal Fund Application.
16. To perform other duties as assigned by the Superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of District policy.

*Revised: November 21, 2005
January 11, 2010
February 20, 2018*

*Reapproved: November 21, 2005
June 19, 2006
January 11, 2010*

Renumbered: February 20, 2018