



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Director of Technology

Department:

Technology

Unit:**Immediate Supervisor:**

Director of Business Services

Grade Placement:**FLSA Status:****Job Summary:**

Under the direction of the Director of Business Services, the Director of Technology is responsible for managing and overseeing the operations and staff of the district technology department and for providing strategic planning, direction and support in the acquisition and use of hardware, software, and networking of information used in school technology, decision making, risk management, and technology training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide leadership and supervise the daily activities of the technical support staff responsible for the installation, testing, maintenance, documentation, and support of systems software and hardware. Plan and provide for staff implementation and support of new systems.
2. Manages and administers the district computer and telecommunications networks. Implement, deploy and maintain district-wide technology and infrastructure. Install new or rebuild existing systems. Configure hardware, services, setting and storage in accordance with standards and project/operational requirements. Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes.
3. Establish district's technology standards; researches industry trends and applies to district needs. Recommends policies and procedures for the acquisition and use of technology related equipment and software. Evaluates and recommends meeting various department needs within the district. Facilitates or participates in various teams and committees related to technology.
4. Oversees the evaluation, selection and purchasing of all district technology and telecommunications equipment. Plan and prepare the technology budget, specifications for equipment purchases and contracts with technology consultants and vendors.
5. Supervise the preparation and submission of all required federal, state, and district reports related to the areas of responsibility, e-rate, technology plan, etc.
6. Facilitate training and guidance for district technology systems. Provide software and equipment for staff; establish and coordinate training programs.
7. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's Degree with a major in Network Administration, computer science, or a closely related field.
- At least 5 to 8 years of prior related work experience

License/Certification Requirements:

- Technical certification are preferred

Knowledge required to perform the essential functions of the job:

- Knowledge of network operating systems and network management tools; communication hardware and software; electronic devices; audio-visual equipment; and cabling infrastructures.
- Knowledge of computer software applications applicable to an educational environment and microcomputer and peripheral hardware commonly used in administrative and academic settings.
- Knowledge of computer systems planning and implementation.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Developing technology plans, projects and procedures including disaster recovery procedures, the design of security procedures, department documentation processes.
- Delegating, supervising, planning and prioritizing the daily activities of technology personnel.
- Implementing and assisting district staff in the troubleshooting of network systems, telecommunications, web services, email, voicemail, and enterprise systems.
- Technology systems and their relationship to teaching, learning, and youth.
- Implementing and assisting district staff in the troubleshooting of network systems, telecommunications, web services, email, voicemail, and enterprise systems.
- Planning, coordinating and implementing district technology plans, projects and programs.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

- Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift and /or move up to 100 pounds. Vision abilities required include close vision and color discrimination.