Job Title: **DIRECTOR, TECHNOLOGY**
Reports to: Chief Compliance and Accountability Officer
Dept./School: Technology
Wage/Hour Status: Exempt
Date Revised: November 27, 2023

Primary Purpose

Direct and manage the information systems and computer services for the district. Ensure efficient and effective access to information and related technology by all campuses and administrative departments.

QUALIFICATIONS

Education/Certification
Bachelor's degree
CCNA with CISCO IP Telephony Specialization
MCSE (Windows Server 2003)

Special Knowledge/Skills
Instructional experience-preferably in a public school system
Knowledge of computer network, hardware, and software applications (Microsoft Exchange)
Knowledge of computer applications development and implementation
Ability to manage budget and personnel; coordinate district function
Strong organizational, communication, and interpersonal skills
Ability to interpret policy, procedures, and data

Experience
Three years experience in supervision and management of an information systems department for a large organization, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Technology and Information Management

1. Develop and implement district standards and specifications for hardware and software use.

2. Develop and implement a district wide computer networking plan.

3. Coordinate support between the education service center and district staff, including programming, application support, and end-user support.

4. Manage, direct, and assign priorities and personnel to major projects to ensure attainment of district and department goals and objectives.

5. Oversee the installation, maintenance, and repair of all computer hardware and software throughout the district.

6. Assist with the implementation of staff development in the area of information management and technology; make presentations as needed.

7. Develop and implement a disaster recovery plan.

8. Develop and coordinate a continuing evaluation of information and technology services and implement changes based on the findings.

Policy, Reports, and Law

9. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Budget and Inventory

10.　Compile budget and cost estimates based upon documented program needs.

11.　Participate in contract negotiations for computer hardware, software, maintenance, and related services.

12.　Coordinate the purchase of all computer hardware, software, and supplies; initiate purchase orders and bids in accordance with budgetary limitations and district policies.

13.　Approve and forward department invoices and purchase orders for the technology department to the Chief Administrative Officer.

14.　Recommend the disposal and replacement of obsolete equipment when necessary.

Personnel Management

15.　Prepare, review, and revise job descriptions in the technology department.

16.　Develop training options and improvement plans to ensure exemplary operations in the technology area.

17.　Evaluate job performance of employees to ensure effectiveness.

18.　Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, transfer, retention, and dismissal.

Other

19.　Attend professional growth activities to keep abreast of innovations in information management and technology services.

20.　Perform other duties assigned by supervisor.

21.　Maintain confidentiality of information.

Supervisory Responsibilities

22.　Supervise and evaluate the performance of Database Manager, Network Administrator, Network Specialist, Help Desk Technician, Senior Computer Technician, Computer Technician, and Department Secretary.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors
Frequent district wide travel and occasional statewide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____　　**Date:** _____

Approved by: _____　　**Date:** _____