

TECHNOLOGY DIRECTOR JOB DESCRIPTION

Purpose Statement

The job of Information Technology Director was established for the purpose/s of designing, configuring, installing, maintaining, and repairing network systems, subsystems and servers; overseeing the computer/server room operation and environment; providing information, direction and/or recommendations regarding network installations and configurations including television, intercom, telephone and wireless systems; resolving network operational issues; and providing technical support to School and site staff.

This job reports to the Principal

Essential Functions

- Administers systems and servers related to school LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, security, antivirus, spyware, etc.) to ensure availability of services to authorized users.
- Assesses incidents, complaints and/or accidents to resolve or recommend a resolution to the situation.
- Designs computer networks (e.g. internet, web mail, FTP servers, etc.) to ensure effective and efficient operating systems.
- Directs department personnel to prioritize project deadlines and ensure optimal utilization of personnel.
- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) to upgrade and maintain School WAN/LAN and telecommunication systems.
- Maintains network operations and software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.), operating systems, schoolwide server backup, routine maintenance programs, etc.) to ensure efficient operations.
- Manages assigned projects and program components including television, intercom and wireless services (e.g. migration to new systems, scheduling installations, product research, etc.) to deliver services in compliance with established guidelines and/or objectives.
- Participates in a variety of planning and development activities, including schoolwide committees, to create short and long-range plans.

- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) to maintain adequate staffing, enhance productivity of personnel and ensure department outcomes are achieved.
- Prepares written materials (e.g. procedures, system level documentation, reports, memos, letters, budgets, etc.) to document activities, providing written reference, and/or conveying information.
- Recommends equipment, supplies and materials (e.g. purchase equipment, lease equipment, etc.) to acquire required items and completing jobs efficiently.
- Recommends policies, procedures and/or actions to providing direction for meeting the school's goals and objectives.
- Researches trends, products, equipment, tests, etc. to recommend procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) to provide technical assistance and support.
- Trains other School staff (primarily within the technology area) to ensure their ability to use new and/or existing operating systems and application software.
- Transports various items to ensure the availability of materials required at the job site.
- Troubleshoots malfunctions of network hardware and/or software applications within the School's local and wide area networks, television, wireless, intercom, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) to resolve operational issues and restore services.
- Other Functions
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements:

Minimum Qualifications Skills, Knowledge and Abilities SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and

analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current, legacy and emerging operating systems; environments and network protocols; router configurations; Inter/Internet applications; data security; and project management, processes and methodology.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services. Responsibility

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment. Working Environment

Bachelor's degree in job related area.

Job related experience within specialized field is required.