

CAIRO-DURHAM CENTRAL SCHOOL DISTRICT

August 20, 2021

DIRECTOR OF INFORMATION TECHNOLOGY

The Cairo-Durham Central School District is seeking a Director of Information Technology. The successful candidate must demonstrate excellent communication skills, leadership qualities and possess a strong knowledge of technology systems and the integration of technology into the classroom. This is an administrative position located in the School Districts and involves responsibility for directing, coordinating and installing data processing equipment, systems analysis and information management functions for instructional and non-instructional operations. The work is performed under general direction from the Superintendent of Schools with wide leeway allowed for professional judgment in carrying out details of the work. Supervision is exercised over the work of assigned personnel. The incumbent does related work as required.

Open to Certified Administrators and Civil Service eligible candidates

Minimum Qualifications for a Candidate Holding/eligible to earn a certificate:

Valid NYS School / Business District Leader (SDL) certification (or eligible to earn)

A minimum of 3-5 years of previous leadership experience in education-based IT departments is strongly preferred;

Strong and current knowledge of computer systems, security, network and systems administration, databases and data storage systems, telecommunications systems, LAN and WAN networks;

Ability to install, maintain, and troubleshoot computer and network software and equipment; to supervise the work of others, to provide technical training, to prepare and administer budgets, to deal effectively with instructional, professional, and technical staff, and to communicate effectively both orally and in writing.

Broad knowledge of current educational trends in curriculum and instruction as it relates to instructional technology.

Civil Service Minimum Qualifications: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a bachelor's degree, which included or was supplemented by twenty four (24) credit hours of coursework in management information systems, computer science, computer technology, information resource management, data processing, or related computer fields and three (3) years of work experience involving the use and application of electronic data processing equipment, one year of which shall have been in a supervisory capacity;

OR

(B) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an associate's degree which included or was supplemented by twelve (12) credit hours of coursework in management information systems, computer science, computer technology, information resource management, data processing, or related computer fields and five (5) years of work experience as defined in (A) above;

OR

(C) An equivalent combination of training and experience as defined by the limits of (A), (B) and above.

Responsibilities include, but not limited to:

Oversees and participates in the installation and implementation of computer hardware and database packages relating to school administration and student information, such as, grades, attendance, demographic, etc.;

Coordinates data processing services available through utilization of BOCES technology related programs and local area and wide area networks;

Develops a long-range plan for the use of present and emerging technology designed to improve the business and teaching/learning processes;

Prepares cost estimates including initial purchase, maintenance cost, supply costs, and any other costs impacting the operating and capital budgets;

Reviews, evaluates, and informs instructional and administrative staff of recently developed commercial software, makes recommendations, and supervises integration;

Performs network hardware and software preventive maintenance cleaning and inspection services;

Consults with end users to insure that information and technology applications are effectively integrated into all academic vocational programs;

Coordinates the use of information technology and daily PC support to the administrators, teachers, and support staff;

Assists in developing the budget for purchase of information technology hardware and software materials.

Prepares a wide variety of records and reports related to the data processing, information management and fiscal affairs functions of the school district.

Salary range is depending on experience and will be between \$75,000-\$95,000/year.

Qualified candidates should submit a resume by September 10, 2021

Address your letter of interest to:

Jeffrey Miriello, Business Official

Cairo-Durham Central School District

424 Main St.

Cairo, New York 12413

(518) 622-8534

As an Equal Opportunity/Affirmative Action Employer, Cairo-Durham Central School District will not discriminate in its employment practices due to an applicant's race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law.