

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Director of Information Technology

FLSA: Exempt

GENERAL SUMMARY

Supervises the development and implementation of the District's technology plan. Conducts day to day, short term, and long range planning activities in order to maximize time utilization and ensure the efficient and effective organization of District technology services. Reports to the Assistant Superintendent for Operations.

ESSENTIAL FUNCTIONS

Evaluates, designs, and implements the District's automated systems. Coordinates and manages the implementation and use of the Wide Area Network and the District e-mail system. Serves as the District's Pathways Coordinator. Manages the computer hardware operations of the school District.

Assumes responsibility for developing long-range plans for computer operations including hardware and physical environment.

Demonstrates the ability to develop computer operations procedures, inventories, logs, production, and preventive maintenance schedules and related documentation and ensures their proper implementation.

Accurately evaluates wiring needs, recommends required equipment, and supervises the ordering and computerization of locations throughout the school District.

Prepares and recommends budgets for operation, hardware, cabling, and other components and maintains proper records.

Effectively evaluates requests for system enhancements and provides timetables for completion. Exhibits the ability to monitor all projects in development and provides periodic status reports as required.

Manages or provides guidance in the development of proposals for automated systems with other departments and/or locations. Reviews all cost/benefit and feasibility studies and recommends best alternatives.

Supervises all hardware installations and support for District staff in student, administrative and financial applications within the system. Demonstrates the ability to assist users in identifying hardware solutions to problems and/or needs.

Establishes and maintains an effective line of communication that disseminates information and provides training and technical assistance to appropriate persons within the District.

Supervises technology staff which involves such duties as instructing, assigning and reviewing work, planning, allocating personnel, acting on employee problems, and recommending promotions and disciplinary action.

Supports the District and its schools in developing and writing grants, and efforts in seeking and administering grants from external sources.

Submits accurate attendance data to the State Department of Education as required.

Receives and reviews various records and documents such as budget information, letters of correspondence, work plans, reports, spreadsheets, ledgers, schedules, purchase orders, etc.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Bachelor's degree in Information Technology with major emphasis in PC systems or a related discipline with a minimum of two years of experience in the development, installation, training, support, and maintenance of PC systems including LAN technology; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Novell certification is preferred.

Knowledge:

Extensive knowledge of technology management functions, programs, policies, procedures, and systems. Extensive knowledge of instructional and administrative systems planning and management. Knowledge in the development, planning, organization, implementation and management of information technology programs and practices designed to meet operational and educational requirements. Knowledge in the proper methods for development, implementation and control of financial resources and budgets. Knowledge of District computer applications and their utilization as related to specific tasks and responsibilities. Knowledge of effective training methods. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job functions.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with District staff. Ability to plan, develop, administer, and monitor various technology training activities and programs within District policies, procedures and standards. Ability to use independent judgment and discretion in administering scope of authority. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to prepare and monitor the department budget and technology resources. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to complete, process, and maintain all required records and reports. Ability to develop and maintain effective communications with District employees, immediate supervisor, media representatives, attorneys, and the general public. Ability to operate general office equipment such as a computer, calculator, copier, etc.

Working Conditions:

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring the movement and/or lifting of items weighing up to 25 pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

Responsibility:

Responsible for designated budget.
Supervises staff personnel.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
_____ Date: _____
_____ Date: _____