

Assistant Technology Director

Job Title: Assistant Technology Director
Department: Technology
Reports to: Technology Director
Classification: Non-Exempt

Summary

The Assistant Technology Director is responsible for assisting in all technology projects.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

The individual who holds this position has the responsibility to:

- Monitor, manage, maintain and administer the server environment
- Secure all servers
- Prepare and monitor a disaster recovery strategy, including backups of servers
- Provide repair and upgrades of hardware, networks and software
- Install, setup and maintain appropriate software on servers
- Coordinate the selection and purchase of equipment and support materials needed
- Develop and maintain an accurate inventory of all technology equipment
- Maintain a limited inventory of parts and materials
- Remain current in the utilization of technology in the field of education

Supervisory Duties

None

Qualifications

Education

Technology courses beyond High School

Certificates, Licenses, Registrations

None

Skills and Abilities

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and contracts and other legal documents

Have listening skills sufficient to receive inquiries and complaints and respond appropriately

Be able to make effective presentations to the Board, staff and community

Assistant Technology Director

Computation

Ability to do basic mathematic calculations, apply concepts such as fractions, percentages, ratios and proportions to practical situations and apply financial concepts such as compound interest, time value of money, tax rates and discounts

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

Technology

This position requires skills in the use of computers and other electronic devices.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

The individual who holds this position:

Is regularly required to sit, walk, hear and speak

Meet deadlines with severe time constraints

The position occasionally requires an employee to work extended hours. A moderate amount of travel, both in and out of state, is required.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who occupies this position will regularly work in a typical office environment.