

Technology Director

Job Title: Technology Director
Department: Technology
Reports to: Superintendent
Classification: Exempt

Summary

The Technology Director is responsible for the overall management of projects, supervision of departmental staff members and recommendations to Administration regarding technology.

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:

Prepare and manage the Technology budget

Supervise the Assistant Technology Directors

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

Develop bid specifications for new and replacement hardware and software

Coordinate the selection and purchase of equipment and support materials needed

Develop and maintain an accurate inventory of all technology equipment

Coordinate and provide in-service/training for staff for hardware and software applications as needed

Maintain a limited inventory of parts and materials

Remain current in the utilization of technology in the field of education

Supervisory Duties

The Technology Director supervises all staff in the Technology office

Qualifications

Education

Teaching Degree preferred

Certificates, Licenses, Registrations

Valid Teaching License preferred

Technology Director

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

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.