

Job Title: Assistant Director of Technology
Reports to: Assistant Superintendent
Work Schedule: 8.0 hours per day, 260 days per year
Salary: Salary Schedule A – Administrator 1 – Assistant Director

Job Summary:

This position is designed to meet the following specific expectations:

- Cross-train appropriate staff on the maintenance and support of the network system
- Maintain current documentation of critical systems
- Respond and successfully interact with coworkers, administrative staff, district personnel, contractors, consultants, and manufacturer vendors
- Maintain, develop, and upgrade Marysville School District network
- Resolve network problems and offer technical assistance to users
- Lead the development, implementation, and completion of a VOIP solution for the district
- Supports educational and operational systems

Minimum Qualifications:

- High School diploma or equivalent (documentation required at time of application)
- Previous experience in the management of network, server, and computers systems
- Previous experience in the management of a WAN network environment
- Previous experience deploying and supporting wireless network systems
- Previous experience with VoIP telecommunication architecture
- Previous experience in VoIP telecommunications planning, designing, engineering, deployment and support
- 5+ years of experience with IP network deployment and operations
- Previous experience with Local Area Networking (LAN) including Ethernet/Fast Ethernet/Gigabit Ethernet
- Previous experience in programming switches; set-up and configuration of VLANs; managing firewalls and VPN connections; managing the content filtering, centralized anti-virus, packet shaping systems; and experience working in a domain environment
- Valid Washington State driver's license or evidence of mobility
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Essential Job Functions & Desired Skills:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

Technical Skills:

- Lead the design and deployment of a VOIP solution
- Support and manage the MSD VOIP solution
- Proficient with Wide Area Networking (WAN) protocols
- Support, set up and maintain the video conference system
- Demonstrated, strong and current technical experience of network management, VOIP technologies, and disaster recovery processes as they pertain to voice services
- Maintain an updated knowledge of school board policy, administrative regulations and legal requirements that relate to purchase of equipment, security of data, and copyright laws.
- Maintain a database of all technology equipment, maintenance agreements, and refresh schedule
- Maintain extensive documentation of network configurations, device settings, and network infrastructure

Management Skills:

- Practices due diligence while researching, evaluating, selecting, and recommending new systems and resources

- Develop and manage project schedules while maintaining current systems
- Lead VOIP project from initial conversations to final completion
- Negotiate with potential vendors for value-added enhancements and contract agreements in coordination with the Purchasing Department
- Implement and maintain network security so that administrative data, student data, and communications are secure
- Manage and monitor the operation of the VOIP system as buildings are connected

Personal Skills:

- Work effectively in a team environment
- Work under varying levels of complexity and urgency
- Able to mentor, cross-train, and learn with department staff
- Use collaboration and communication skills with department and district staff
- Able and willing to work during off-hours
- Excellent oral and written communication skills

Additional Job Functions:

- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in an office, department, and school environment. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee may experience exposure to hazardous materials, is required to deal with a wide range of student and teacher behaviors that may include anger and frustration, is exposed to infectious diseases carried by children, and is required to have the physical strength and stamina required for the installation of equipment and the ability to drive in all kinds of weather conditions. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation

The Manager shall be evaluated periodically by the Chief Innovation Officer pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the performance of the above essential job functions.

Classification History

- Job description developed November 2010.
- Job description revised April 2011.
- Job description revised April 2012.
- Job description revised November 2017.