

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Director of Technology
Job Family: Administration
Department: Technology
Typical Work Year: 12 months

Pay Grade: Administrative Salary Schedule
FLSA Status: Exempt
Prepared Date: June 20, 2017

SUMMARY: Directs, manages, supervises, and plans the activities and operations of the Information and Technologies Department to ensure that technology supports the overall mission and vision of the district to improve student achievement. Directs and oversees the design, configuration, installation and repair/maintenance of network systems, subsystems, and servers. Directs and oversees the planning, coordination, integration, and control of all voice, video, and multimedia technologies used throughout the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- | | | |
|---------|-----|---|
| D | 30% | Direct and supervise the planning, coordination, implementation, procurement, installation, operation, and maintenance, of the district's Local Area Networks (LANs) and Wide Area Network (WAN) and district's hardware and software technical support needs. |
| M | 10% | Direct and supervise the design of computer networks (e.g. internet, web mail, FTP servers, etc.) for the purpose of ensuring effective and efficient operating systems. |
| D | 15% | Oversee the maintenance of network operations and software applications (e.g. servers, (file, print, application, WEB, database, proxy, etc.), operating systems, district-wide server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations. |
| D | 10% | Directs department personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel. |
| D | 5% | Oversee the installation of network (client and server) software on a variety of platforms for the purpose of upgrading the and maintaining District WAN/LAN and telecommunications systems. |
| M | 8% | Recommend policies, procedures, and/or actions for the purpose of providing direction for the meeting the district's goals and objectives for technology. |
| D | 5% | Perform personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and ensuring department outcomes are achieved. |
| M | 5% | Develop and maintain the District capital replacement plan related to technology; evaluates, recommends and coordinates the purchase and implementation of necessary computer hardware and/or software. |
| D | 10% | Monitor data security to ensure the integrity and reliability of computerized information systems and protects student and staff data in conformance with state and federal laws and district policy. |
| Ongoing | 2% | Perform other duties as assigned. |

EDUCATION AND TRAINING: Bachelor's degree from an accredited institution in computer science, business or public information, or other acceptable field.

EXPERIENCE: At least 7 years of progressive experience in the development and maintenance of computers and network systems; database development, maintenance, and quality control; creating systems for using data for performance

improvement; computer technology repair and service; systems programming; user training; budgeting and management of contracts and contractors.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid driver’s license required. Technology industry certifications.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical troubleshooting, and organizational skills.
- Advanced knowledge of computer and network related technologies and protocols.
- Advanced knowledge of and demonstrated experience with microcomputers, servers, network administration, routers/switches, structured cable systems and WAN design.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Advanced knowledge of and demonstrated experience with methods of information processing, storage retrieval and networking.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment
- Network hardware and software
- Telecommunications hardware and software
- Structured cable systems
- Microsoft Office application
- Student Information Systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Chief Operations Officer

Direct Reports: IT Department Staff – educational support professionals and managerial/technical

BUDGET AND/OR RESOURCE RESPONSIBILITY: Develop and oversee the technology department budget, vendor contracts, service agreements, e-rate, and district technology resources.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of
---------------------------	-----------

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	