



Teaching • Understanding • Serving • Developing

Adopted 2018-2019

Range: \$78,489 - \$93,470

Classification: Management/Confidential

Job Description

Director of Technology

DEFINITION

Under the direction of the Superintendent, plans, coordinates, and supervises the Technology Department and the implementation of the District Technology Plan.

EXAMPLES OF DUTIES –*Not all inclusive*

- Implements and updates the District-wide Technology plan.
- Designs and maintains a network structure using Active Directory, IP configuration, routing, switching, and security protocols.
- Oversees and participates in the configuration, installation, and maintenance of all network hardware including switches, wireless, routers, firewalls, Voice-Over-IP (VOIP), video applications, security applications, and network related software.
- Provides end user upgrades, maintains and supports the student database system.
- Assists in the development, implementation, and updating of site Technology Plans.
- Facilitates the District Technology Committee.
- Supervises and assists Network Manager and Technology Technicians.
- Coordinates and participates in the planning, development, implementation and review of all technology services.
- Assigns projects or tasks to staff, monitors their progress, and reviews work products.
- Evaluates the effective use of technology throughout the District.
- Assures the integration of education technologies and other instructional materials and processes into the District's curriculum and instructional practices.
- Coordinates staff development and training in the implementation of technology.
- Develops guidelines and evaluates instructional and administrative hardware and software for certificated and classified staff or other adults and makes recommendations for acquisition and District standards.
- Establishes a program of maintenance and repair of technology equipment.
- Assists on maintaining district-wide software and hardware inventory.
- Shares with staff instructional strategies utilizing education technology.
- Administers the budget for technology.
- Establishes procedures to ensure contracted technology services and equipment will conform to the established standards.
- Reviews and recommends purchases of computers, telecommunication, audio-visual, multimedia, and technological equipment and software.
- Monitors the implementation of technology-related contracts.
- Provides assistance to sites regarding on-line communications and manages, monitors, and updates user accounts.
- Provides support to librarians and library technicians related to the acquisition and use of

information technology.

- Determines minimum specifications for software and hardware purchases each year.
- Helps prepare, develop, coordinate, and enforce District Policy related to technology, information services, and/or technology systems.
- Ensures compliance with software licensing requirements and supervises compliance with district hardware and software security procedures.
- Monitors standardization and enforcement of District-wide website formats and standards.
- Maintain up-to-date knowledge regarding of developments in network technologies, trends and issues.
- Files applications for e-rate funding and all technology related grants and monitors related budgets.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- The principles, practices, procedures, and techniques used in personal computer based local and wide area networks, network operations, security and integration of data communications.
- The systems used for managing and manipulating routers and switches; advanced knowledge of the physical elements of the network such as but not limited to the following: Ethernet (100MB, 1GB, 10GB, etc.) Fiber Optic and copper cabling. Experience in most, if not all, of the following: Firewalls, Intrusion Detection software, video multicasting and streaming, Internet and Intranet security, Voice-Over-IP, TCP/IP, Spanning Tree, VPN, 802.1X, and routing protocols such as OSPF.
- The operating systems used by the District. Requires well-developed math skills to perform algebraic and statistical computations.
- English language to read, analyze, and interpret industry related technical journals, reports, documents, schematics and diagrams.
- Sufficient human relations skills to convey highly technical concepts with a wide range of internal contacts and deal peer-to-peer with external contractors.

Ability to:

- Forecast and monitor technology usage relative to WAN and LAN loads and related band-width capacities.
- Explain complex technical issues to non-technical staff.
- Demonstrate excellent communication and interpersonal skills.

EDUCATION/EXPERIENCE

- Coursework in the development, use, and implementation of education technology, technology applications, or technology systems is required. A Bachelor's degree in computer science, information technology, or related field is highly desired.
- Managing, coordinating, supervising, or directing educational technology, informational services and/or technology systems.
- Significant experience with Windows/Apple administration, and Microsoft Office

TERMS OF EMPLOYMENT (Work Year)

- 261 work days
- Eight (8) hours per day, five (5) days per week, according to the district schedule

REASONABLE ACCOMMODATION

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.