JOB TITLE: **ASSISTANT DIRECTOR OF TECHNOLOGY**

JOB PURPOSE STATEMENT:

Under the direction of the Director of Instructional and Information Technology, the Assistant Director is responsible for assisting the Director of Instructional and Information Technology in the supervision and leadership of all aspects of Information Technology Services operations. This is a designated supervisory position responsible for the performance and work activities of assigned technology personnel.

JOB FUNCTIONS:

- Provide leadership for technology activities and projects to improve district operations and instructional outcomes in support of the District's vision and mission

- Work collaboratively with all staff to develop and implement innovative solutions that support and promote the effective use of technology in instruction in support of the District's vision and mission

- Work collaboratively with other leaders in technology and participate in local, regional, state and national groups and organizations to help foster technology innovation and growth within the District

- Research, identify, recommend, develop, coordinate and implement solutions that meet District information technology services and infrastructure needs

- Prepares and delivers reports and presentations to the Board and community as needed

- Effectively manage personnel, technology, and financial resources to support district operations and goals

- Analyze business and instructional practices to identify potential areas for improvement, and apply technical principles and concepts to develop innovative solutions

- Resolve difficult and complex application problems through analysis and effective utilization of personnel resources and vendor contracts

JOB FUNCTIONS - continued:

- Identify and evaluate new technologies and their potential use within the District

- Maintains current knowledge of trends in technology and general IT standards

- Responsible for security of IT data, systems, services and equipment

- Ensures District is compliant with IT related regulatory compliance requirements

- Maintain all required records

- Prepare cost estimates of materials, equipment and labor for all ITS projects

- Schedule and coordinate various operations to keep ITS operations and services optimally functional

- Schedules, prepares and assists in the presentation of workshops and training, in coordination with Educational Services, for staff and students

- Supervise large scale projects undertaken by district personnel and check work done by contracting firms

- May evaluate and supervise technology staff members

- Assign personnel to tasks on a regular basis

- Recommend training methods and work schedules for ITS personnel

- Check and approve all timecards of personnel as necessary

- Establish and maintain effective working relationships with staff, students, parents, and community members

- Perform other duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern programming languages, web development and databases

- Security solutions, including firewalls and appliances/technologies designed to secure an enterprise class network

- Operating systems including OSX, Windows and Linux

- DNS, DHCP, NTP, IP, SNMP and other standard networking protocols

KNOWLEDGE AND ABILITIES - continued:

- Network addressing

- Network equipment and software maintenance

- Wide-Area and Local-Area Network topologies

- Computer hardware and software

- Storage Area Networks

- Server Virtualization

- Blades and other server technologies

- Enterprise class wireless technologies

- Reporting procedures, record-keeping, and report generation

- Applicable types of cabling, switches, routers, proxy servers, and network design

- Correct English, grammar, spelling, vocabulary, and math

- District policies, rules and regulations pertaining to assigned area

Ability to:

- Supervise and train adult and student workers

- Be adaptable to changing priorities and schedules

- Understand and follow oral and written instructions

- Communicate effectively both orally and in writing

- Read, interpret, apply, and explain rules, regulations, policies, and procedures

- Analyze situations accurately and adopt an effective course of action

- Demonstrate use of good judgment in decision-making processes

- Meet schedules and time lines

- Understand and carry out both verbal and written instructions in an independent manner

- Work independently with little direction and provide work direction to others

- Use interpersonal techniques with tact, patience and courtesy

KNOWLEDGE AND ABILITIES - continued:

- Work collaboratively in a team environment

- Prioritize workload and conflicting demands

- Promote workplace diversity and a positive work environment

- Work effectively in a demanding environment

- Maintain consistent, punctual and regular attendance

- Read, comprehend, and apply complex instructions and technical literature

- Train or assist in providing training to users in the District

- Provide technical assistance

- Use error-checking methods and high-level troubleshooting skills to identify and solve networking problems

- Make mathematical calculations with accuracy

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines

- Able to conduct verbal conversation, write, and read in English

- Able to hear normal range verbal conversation (approximately 60 decibels)

- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds) and walk

- Able to climb slopes, stairs, steps, ramps and ladders

- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education/Experience:

- Bachelor's Degree in technology, business administration or related field, additional years of qualifying experience may be substituted for the required education on year for year basis

- Minimum of three (3) years of varied, responsible and successful Information Technology Services experience in an enterprise level network

- One (1) year in a supervisory capacity highly desirable

Licenses/Certificates/Bonding, and/or testing:

- Microsoft, OSX and Cisco certification or equivalent experience

- TB Clearance

- Drug/Alcohol Clearance

- Valid Driver's License

- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position