Chawanakee Unified School District

Job Description

Director of Information Technology

Reports To: **Superintendent**

Salary: **Director IV $67,776 - $96,466**

POSITION SUMMARY: The primary responsibility is to provide the vision and leadership for designing, developing, and implementing IT initiatives. The position is designed for the purposes of managing assigned operations in accordance with District policies, providing information to the Board, superintendent, staff and public; ensuring compliance to established policies, procedures and/or codes; and addressing a variety of administrative needs and processes. It is not intended to be a complete list of duties nor requirements, but rather examples by which to select and compensate employees in a fair and reasonable manner.

ESSENTIAL FUNCTIONS:

- Maintain the District Local Area Network – The number one priority of this position is to make sure the network is up and running when the bell rings in the morning. This consists of updating and maintaining the network hardware and software, updating against virus attacks, providing security against outside attacks and providing the users with the applications they need.
    - Network provides users the ability to save their work, print, access the internet and access network based applications such as the grading and attendance package, the food service system, the heating and cooling system, the library automation system and the athletic scheduling system. The network also provides access to all of our financial, payroll and student accounting systems.
    - Coordinate the bidding, decision making, acquisition and implementation of all new hardware and software packages into the district.
    - Support to our distance learning classrooms attached to our network for virtual field trips, virtual classes and online meetings.
    - Provide daily support for 1200 students and over 160 staff members district wide.
    - Handle the day to day maintenance, update and repair of all computer workstations, and laptop computers, wireless devices as well as multiple printers and copy machines.
    - Supports staff members and students with the use of local and web-based software applications.
    - Provides support, design and maintenance of the District's student information system, Powerschool.

- Technology Plan
  - This position is responsible for the creation and update of a State mandated long range technology plan. This plan outlines the future of technology in the District and how it will be planned and budgeted for. The plan is to be approved at a regional and State level and is required to be approved before the District and is eligible for many State and Federal Grants.
- Data Backup and Disaster Recovery
  - Provide a system of backup and recovery for the District's critical data including backups of staff and student data, the district grading and attendance package, the food service system, the heating and cooling control system and the library automation system.
  - A successful plan will decrease the amount of time needed to get the District up and running in the event of an emergency.
- Website Manager
  - Construct and maintain the District's web site. In order to maintain a real-time up to date website, it must be updated weekly to provide current information.
- Data Manager – Gather data from resources such as IReady, Data Quest, CAASP and MiTracker, make the results user-friendly and present them to staff, administration, school board and community.
- Performs special duties as may be assigned by the Superintendent.

REQUIRED QUALIFICATIIONS:

- Bachelor's degree in a field appropriate for this position (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology or other equivalent disciplines), preferred.
- Minimum 5 years progressively responsible experience in the development, installation and maintenance of information systems.
- Strong understanding and experience setting up, configuring, and managing network components. Not limited to managed switches, manage of multiple v-lans on the network, manage an enterprise wireless network with multiple AP's, manage network operating systems.
- Strong understanding and experience working with MS Active Directory, group policies, security groups, and network logon scripting.
- Setup and operational knowledge of Windows 7, Microsoft Server. Linux server and Mac OS X experience/knowledge advantageous.
- Excellent troubleshooting skills ability to narrow down the cause of an issue and determine a solution.
- Demonstrated ability to communicate with and work well with all levels within an organization specifically working effectively within the culture and processes used in educational organizations.
- Highly organized with strong project management skills, and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
- Knowledge of classroom technology including SmartBoards, clickers, document cameras, sound systems, projectors, cameras, etc. a strong plus.

- Knowledge of student data systems (i.e. Infinite Campus), a strong plus.
- Basic understanding of HTML and website development and maintenance required within a Google for Education Domain.
- Proven ability to negotiate and work with vendors and consultants.
- Proven ability to work effectively with parent, community and staff on various organizational, and Technology Advisory Committees.
- Experience supervising staff

Other Related Duties:

- Attends various events (e.g. meetings, conferences, training sessions, district information sessions, Board Meetings, administrator events) for the purpose of communicating and/or gathering information required to perform the functions of the job.
- Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and others consistent with district operating guidelines and regulations.
- Communicates technology related activities in a timely manner to all stakeholders.
- Directs the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safe, timely and efficient installation of technology equipment and services.
- Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively in support of district administrative and educational operations.
- Manages procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the district's technology objectives, and that equipment is properly inventoried or surplus consistent with local, district and state regulations.
- Monitors technology budget and expenditures for the purpose of ensuring that allocations are accurate and expenses are within budget limits and those fiscal practices and Board of Education policies are followed.
- Oversees functioning of the technology operations of the district for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of the district.
- Prepares a wide variety of documents, reports and materials (e.g. reports, policy and procedure documents, emails, memos, correspondence, budget, specifications, plans and drawings, analysis and test results, and cost estimates) for the purpose of providing necessary information to support district operations, including reporting internally and externally to the state or federal agencies, and other entities as required by district, state and/or federal regulations.
- Researches outside funding opportunities and grants for the purpose of providing additional funding to enhance technology within the district.

- Supervises assigned technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Supports the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, hardware) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training and providing information to others to ensure successful implementation.
- Tests technology applications, tools and programs for the purpose of assessing proposed products, programs or tools to provide feedback for the administrative decision processes, to ensure appropriate acquisition of educational and operational technology solutions and to assist others with these functions.

Ability to:

- Analyze situations accurately and adopt an effective course of action. Ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate decision-making processes.
- Work independently and limited direction and meet schedules and time lines.
- Use tact, patience, and courtesy when dealing with people.
- Stimulate and motivate cooperative team efforts and provide leadership.
- Establish and maintain cooperative relationships with those contacted during the performance of required duties, including students, staff, parents, vendors, co-workers and the public.
- Maintain confidentiality

Working Environment: (Methods of performing the job's functions require the following physical demands)

- Occasional lifting, carrying, pushing, and/or pulling
- Some climbing and balancing
- Some stooping, kneeling, crouching, and/or crawling
- Significant fine finger dexterity.
- Generally the job requires 80% sitting, 10% walking, and 10% standing.
- Job generally performed in a clean and healthy indoor environment.

Classification: Director IV

Work Day: Eight hours

Work Year: 260 days includes 17 days' vacation and 13 paid holidays

Revised: 8/10/2018