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## DIRECTOR OF TECHNOLOGY

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### Range 42

**DEFINITION:** Under direct supervisor of Superintendent, administers and manages the deployment, monitoring, maintenance, development, upgrade and support of all IT systems, including telecommunications, servers, PCs, operating systems, hardware, software, peripherals and office automation equipment for all physical locations of the district, and oversees staff responsible for district technology support.

**TYPICAL DUTIES:** (Individual positions may not perform all of the duties listed, nor do these examples include all responsibilities of positions in this class.)

- Recommends and develops policies, regulations and procedures related to technology use;
- Develops and maintains a network disaster recovery plan and backup procedures;
- Manages IT staffing, including recruitment, supervision, training, development, scheduling, evaluation and disciplinary actions;
- Sets up and manages all e-mail accounts, user accounts and passwords;
- Develops, implements and maintains the local and wide area networks including hardware and software throughout the district;
- Manages the resolution of network performance problems impacting production systems and client server systems;
- Plans and implements staff development and training related to technology;
- Researches and hires vendors as needed for district technology support;
- Acts as the district's representative to local, regional and state technology groups;
- Participates in the district technology and facilities committees;
- Collaborates with site administrators and district leadership team to ensure the fluid deployment of online instructional technology curricula, state assessments, and assessments learning systems.
- Other duties as assigned.

### QUALIFICATIONS:

#### Knowledge of:

- Technology concepts, including network, equipment, and software;
- Modern computer hardware and systems;
- Principles and practices of using computer software and hardware in a widely disbursed network, as well as stand-alone units;
- Inventory and documentation practices;
- Network cabling;
- VoIP systems.
- State online assessment programs.

#### Ability to:

- Communicate effectively orally and in writing;
- Plan, organize and administer the computer services of the district;
- Maintain current knowledge of technological advances in the field;
- Interpret, apply and explain rules, regulations, policies and procedures;

- Analyze situations accurately and adopt an effective course of actions; provide direction to others and make independent judgments;
- Work independently and proactively with little direction;
- Supervise, motivate and evaluate staff, and to manage departments, sections or work units as assigned;
- Deal effectively with multiple and concurrent job demands;
- Prepare and deliver oral presentations;
- Work cooperatively and effectively with vendors, users, and others;
- As a member of the district level cabinet, communicates with site administrators and district leaders changes in technology related to the delivery of instruction.
- Demonstrate a thorough knowledge of principles of proactive maintenance and monitoring system for the PC, LAN, and WAN;

#### Education and Experience

##### Education:

- Graduation from an accredited four year college program in computer related sciences or equivalent.

##### Experience:

- Four years' experience working in a computer related field with increasing responsibility;

##### Working Conditions:

- Indoors – office, classroom and/or computer lab

##### Environment:

- Office environment.
- Constant interruptions.

##### Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally to maintain and retrieve files.
- Lifting up to 50 pounds.

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any know disability.

**THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.**

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