DIRECTOR OF TECHNOLOGY

Class Code:
300614

Bargaining Unit: Bassett Management and
Confidential Association

BASSETT UNIFIED SCHOOL DISTRICT, PERSONNEL COMMISSION, CLASSIFIED EMPLOYMENT
Revision Date: Sep 9, 2015

SALARY RANGE

$54.47 - $62.50 Hourly
$9,440.83 - $10,833.58 Monthly
$113,290.00 - $130,003.00 Annually

BASIC FUNCTION & DISTINGUISHING CHARACTERISTICS:

BASIC FUNCTIONS
Under the direction of the Superintendent, coordinates, supervises and reviews the development and operations of the District's Information Technology operations (District's web site, E-mail system, Student System, telephone system, etc.); train, supervise and evaluate assigned personnel; provide leadership in the development of information management and educational technology for all departments and schools in the District; conduct research, analysis, and development of new systems and procedures.

EXAMPLES OF DUTIES:

Supervise information technology staff.

Apply for and administer E-rate.

Enforce and maintain currency of acceptable use policy.

Confer with administrators and staff of departments and schools regarding the analysis, development and installation of systems and procedures.

Manage electronic student information records.

Collaborate on grant development.

Plan and coordinate the District's LAN/WAN configuration and operation including designing, managing and troubleshooting.

Assign, direct and coordinate the work of technology staff.

Recommend the formulation, configuration, design and operation of electronic data processing technology, equipment and hardware/software to meet District operating needs.

Resolve and/or coordinate the resolution of technical problems associated with the operation of electronic data processing and technology equipment.

Maintain the operational integrity of the District's computer networking system.

Design solutions for educational applications of techno1ogy.

Consult and advise staff regarding the feasibility of electronic technologies and functions to specific operations.

Consult and work with vendors and contractors.

Monitor software licensing, installation, revisions and updates.

Maintain required documents and program records.

Monitor and supervise others with basic data entry, file transfers and telecommunications and hardware and software troubleshooting.

Coordinate training in hardware and software applications, equipment and maintenance.

Monitor software development vendors in the design, parameters and elements of specific systems to meet varied District needs.

Chairs the District's technology committee and serves as a resource on information technology and operations to other committees and groups.

Prepare, manage, and maintain the department's budget.

Responsible for telephone system specifications and makes recommendations on configuration regarding future needs.

Attend meetings, conferences, and workshops.

Performs other related duties as assigned.

SKATS (SKILLS, KNOWLEDGE, ABILITIES AND TRAITS):

KNOWLEDGE OF:

- Systems analysis methods and procedures.
- Systems programming and development.
- Technology hardware, software and maintenance.
- Various technologies, including, but not limited to multiple operating systems, computer networks including but not limited to LAN/WAN and multimedia applications.
- Principles of supervision and training.
- District organization, operations, policies and equipment.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Develop and maintain information systems.
- Coordinate staff development programs for site and District personnel.
- Develop procedures for adoption and implementation of technology applications.
- Train, supervise and evaluate personnel.
- Manage the collection and organization of data.
- Analyze situations accurately and adopt an effective course of action.

- Work cooperatively and effectively with others.
- Maintain records and prepare reports. Meet schedules and timelines.
- Plan and organize work for current and future needs.
- Communicate effectively both orally and in writing.
- Work confidentially with discretion.

MINIMUM QUALIFICATIONS:

EDUCATION:
A bachelor's degree in a field related to information technology is required. A master's degree in a field related to information technology is desirable.

EXPERIENCE:
Five years of increasingly responsible technology experience including the development, installation and maintenance of data processing systems including LAN/WAN networks and educational and administrative applications of technology.