DIXIE SCHOOL DISTRICT
Information Systems Manager/
Technology Coordinator

DEFINITION

Under direct supervision of the Superintendent and the Business Manager, provide leadership and management of the District's technology needs; work collaboratively with District Administrators and assist in the design, development, and deployment of complex computer, network, and telecommunication systems at multiple sites. Oversees the installation and management of servers and network infrastructure; the configuration of users, file systems, and network security; the installation, maintenance, and facilitation of server-based database systems. Provides technical support, expertise and training in support of administration and instruction; troubleshoots and develops solutions to system problems.

DUTIES AND RESPONSIBILITIES

1. Designs, develops, enhances and teaches a wide range of technology related classes for teachers and staff.
2. Develops reference materials to support technology instruction.
3. Maintains, upgrades, troubleshoots, and repairs technology related hardware and software at multiple sites.
4. Evaluates and recommends technology purchases, upgrades, and replacements.
5. Oversees the installation, deployment, and management of network services such as print, email, web, database, file sharing, DNS, DHCP, security, and other network operations.
6. Acts as resource for more complex technical problems.
7. Assists in use and deployment of telecommunication technologies such as video streaming, videoconferencing, webcasting, and other emerging IP broadcast applications.
8. Facilitates the collection, management, and distribution of data for analysis and reporting.
9. Consults with and advises program staff on the use and integration of computers and technology into the classroom setting.
10. Oversees the installation, configuration, and management of network switches, routers, and other LAN and WAN network devices.
11. Designs and implements routine data backup; network security procedures and disaster recovery systems, as needed.
12. Attends trainings, workshops, and other professional development opportunities, as assigned.
13. Performs a wide variety of other related duties as assigned, requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.
14. Assists in the development and implementation of the district-wide technology plan
15. Oversees and maintain the district's websites; Mac/Windows servers and client maintenance.
16. Assures compliance with applicable state, local, and federal rules, regulations and laws, as well as the policies and procedures of the District.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:
- Design and operation of both Windows and MAC OS platforms; local and wide area networks;
- Internet protocols, applications, and related technology;
- Effective training strategies;
- Installation and maintenance of networking hardware and software;
- Desktop and network security hardware, software and procedures;
- Basic database operations;
- Standard English usage, spelling, grammar, and punctuation;
- Advanced techniques in the use of administrative software applications.

ABILITY TO:
- Troubleshoot, update and repair technology related hardware;
- Work in a fast paced, team oriented environment;
- Assess and evaluate current and future site needs for technology;
- Develop and implement computer training classes for non-technical users;
- Design and maintain web sites;
- Establish effective working relationships with site tech support, district staff and administrators;
- Demonstrate strength, stamina, and physical agility to complete assigned tasks; lift up to 50 pounds on occasion;
- Analyze bids and proposals for hardware and software acquisitions;
- Operate sophisticated technical equipment;
- Coordinate the implementation of new or updated software programs;
- Utilize basic time management strategies to complete assigned projects;
- Keep abreast of new developments technology;

EDUCATION AND EXPERIENCE

Any combination of education and experience providing the required knowledge and ability is qualifying. Typical qualifications would be equivalent to either:

1. Associate's degree in computer science, information systems, or engineering or related fields.

<div align="center">or</div>

2. Minimum of two years experience in computer network design including installation; networking; communications and operating systems.

<div align="center">and</div>

Possession and maintenance of a valid California Driver's license.