**Job Title**: Director of Technology

**Summary**: It is the responsibility of the Director of Technology to assist students, support staff, teachers and administration to effectively use information technology resources. Such resources may include, among other things, school servers, media distribution systems, computer labs, school networks, hardware components, software applications, phone and voice mail systems.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Coordinates the purchase and installation of new and replacement technology hardware updates and maintenance, supplies, software updates and licenses, and vendor databases and contacts.
* Serves on various committees (Staff Development, School Improvement, PAC, Administrative Team, etc.) to provide guidance, assistance and direction for staff.
* Manages student and staff databases of network logic accounts, passwords, server directories, Follett patrons, domain group policies and user profiles.
* Coordinates research on, reviews staff requests, writes acquisitions for, purchases and manages installation of, new and updated hardware and software.
* Prepares and monitors the District's technology budget.
* Helps establish and maintain policies on the responsible and ethical use of technology.
* Remains current and proficient on technological research and trends.
* Communicates with outside specialists, vendors, and experts regarding changes or concerns as they relate to technology and its use in the District.
* Runs, operates and maintains the many internet lines and access, web filtering software systems and network routers, switches, hubs, IDF and MDF network electronics.
* Serves as a resource to computer teachers, advisors of technology-related activities and support service providers on matters of technology services, program upgrades, hardware and software purchases and other aspects of the technology program.
* Oversees/directs the work schedules of technology staff assigned to work with the Director to include the full-range of their job descriptions.
* Participates, as requested, in interviews for the selection of new personnel for technology programs.
* Develops, where possible, partnerships and networks with other governmental entities and represents the District on those ongoing affiliations with outside groups (ROE, ICEA, various regional, State and technology meetings, etc.).
* Writes and applies for technology and distance learning grants when appropriate and available; serves as E-Rate Coordinator.
* Guides the Technology Committee as it deliberates and decides about matters of technology import in the schools.
* Collaborates with the LRC to achieve the most efficient and effective use of the resources in both departments.
* Oversees security and antivirus software, tape backup systems and maintains network imaging files.
* Works with others to plan long-range and implement defined cycles for the replacement and upgrade of District technologies to support a strong instructional program and to comply with the defined guidelines of ISBE.
* Coordinates network engineering functions that are outsourced.

**Supervisory Responsibilities**: Technology Network Engineer, Technology Assistant, Technology Technician

**Education, Certification, and Experience**:

* Be trained and experienced in the full range of technological skills required in the school setting.
* Be experienced as a technology administrator, grant writer, and networker.
* Be successful managing people and delegating responsibilities.

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Demonstrated leadership ability
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to make independent decisions in accordance with established policies and procedures
* Ability to deal with difficult situations courteously and tactfully
* Possess strong troubleshooting and problem-solving skills
* Be knowledgeable of and have experience with managing Microsoft Network Servers, SANS, backup systems, Archiver, web servers, e-mail servers, filtering/firewall systems, internet connectivity, ethernet network switches, fiber and CST5/6 infrastructure, wireless controllers and access points, proxy servers, CPN, and Web 2.0 tools.

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | O | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | F | Push/Pull under 10 lbs. | O | See | F | Twist | O |
| Crawl | O | Lift/Carry 10-25 lbs. | O | Push/Pull 10-25 lbs. | O | Squat | O | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | O |  |  |

**Calendar/Work Schedule and Compensation**:

Annual Calendar: 12 month calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Director of Business Services

**Classification**: \_X\_ Administrative

 \_\_\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_X\_ Exempt from overtime under the Fair Labor Standards Act