- **District Technology Director**
  Job Description

Purpose: The Technology Director oversees and maintains district technology, computers, and networks to be operational. They will ensure full and productive use of district technology for students and staff.   To accomplish these tasks the Technology Director must work closely with the staff and administration of U.S.D. No. 434.

Responsible to: Determined by BOE

Duty Year: A twelve-month assignment

Payment rate: As set by the Board of Education

Qualifications:
1. Post-secondary formal training leading to a degree or the completion of a degree program or equivalent experience.
2. Communication skills (written and oral).
3. Good organizational skills.
4. Experience with emerging technologies, applications, networks, and wireless communications.
5. Knowledge of integration with multiple platform operating systems including but not limited to Microsoft Windows, Mac OS, Android, iOS, and Linux.
6. Experience in the management of the eMail services, file servers, local and wide area network data, Microsoft Windows Systems, Apple OS, iOS, Google Chrome, including but not limited to systems administration, implementation, and maintenance.
7. Knowledge using Google Chrome G Suite management and integration with Active Directory tools.
8. Experience or knowledge with School Information System (SIS)
9. Experience in the management of web-based applications, not limited to assessment programs.
10. Knowledge of software applications such as Microsoft Office, educational programs, and applicable software management programs to support district-wide administrative functions.

Essential Functions and Performance Responsibilities:

- Oversee the maintenance and operation of district network, telecommunications equipment, including operating system software, file servers, local and wide area network, data communications equipment, and all peripherals.
- Plans, maintains, and develops all aspects of the district's technology infrastructure.

- Coordinates with outside services, engineering as needed.
- Maintains and manages the Wide Area Network and Local Area Networks.
- Modifies and maintains the district's automation software and hardware systems including but not limited to local area networks (LAN).
- Manages AV software against virus attacks.
- Ensures network security against outside attacks.
- Plans system backup and recovery for districts critical data.
- Manages and serves as the System Administrator or program manager of all programs for district. Conducts detailed inspections of district technology on regular basis.
- Manages and maintains district technology hardware and software inventory.
- Supervises assigned technology staff which includes training and at minimum, yearly evaluations.
  - Works closely with the technology staff to order, install and maintain technology systems and tools (hardware, software, systems, wiring, specialized applications and tools, etc.) ensuring safe, timely and efficient installation of technology equipment and services.
  - Ensures daily tasks are handled in a timely manner.
  - Assumes the responsibilities and supervision for all technology department employees.
- Cooperatively and productively collaborates with other district administrators on the formation and implementation of the District Technology Plan.
- Develops both short-range and long-range plans for district technology usage
  - Reviews, evaluates, and recommends proposals for hardware and/or software acquisitions.
- Coordinates new system and program development and improvements to existing systems/programs and serves on committees for ongoing analysis of system and program improvement.
  - Coordinates bidding, decision making, acquisition and implementation of all new hardware and software packages.
- Participates in development, implementation, and maintenance of policies, objectives, short-and long range planning consistent with those of the Board of Education.
- Chairs the District Technology Committee.
- Participates in and contributes to the District Administrative Cabinet and the Professional Development Council when relevant to technology.
- Provides as needed technology staff development activities.
  - Installs and conducts training in commercial application programs, local software applications, operating system software, and system hardware utilization.
- Attends various technology shows, conferences, seminars as needed to keep the district current with emerging technologies.
- Visits with building principals regarding technology needs.
- Communicates with appropriate staff on any technology problems/issues that arise.

- Be available as the contact person for all technology problems and/or questions from technology support and all other district personnel.
- Ensures district technology policies are observed and report to appropriate building administration.
- Develops procedure for addressing repair problems.
- Maintains currency of knowledge with respect to relevant state of the art technologies.
- Responsible for all technology issues to be handled in a timely manner.
- Supports and implements the mission of Santa Fe Trail USD 434.
- Other duties as assigned by supervisor.

Physical Requirements/Environmental Conditions:
- Prolonged sitting or standing.
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Travel from location to location.
- Must work in noisy and crowded environments.
- Must work in and around dust, fumes, and odors.