

# YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> Director of Technology	
<b>SUPERVISOR:</b> Superintendent	<b>CLASSIFICATION:</b> CERTIFIED (YKAA)
<b>DAYS/MONTHS:</b> 260 DAYS	

## **GENERAL RESPONSIBILITIES**

Director of District Technology provides leadership and technology strategy aligned with district goals and technical expertise in the design, development, support and management of the District's Wide Area and Local Area network plus Internet connectivity and manages the daily operations of a technical staff.

## **DUTIES & EXPECTATIONS**

1. Provide leadership and develop technology strategies aligned with district goals.
2. Use comprehensive knowledge of hardware configuration, troubleshooting and repair as well as in-depth knowledge of network management and experience to install and configure routers, switches, hubs, network operating systems
3. Work with vendors for the implementation of technology in new facilities.
4. Design network infrastructure to support district's voice, video and data network.
5. Manage daily activity of technical staff.
6. Submit for e-rate
7. Research new technologies to implement in district
8. Responsible for the procurement, installation and operation of systems for the school district.
9. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
10. Provides technology support for classroom instruction.
11. Maintains district website and social media accounts.
12. Supports principals with implementation of Powerschool for parents.
13. Participate in appropriate in-service and workshop programs and attend any required meetings.
14. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
15. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.
16. Other duties as assigned.

## **EQUIPMENT USED**

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

## **INDEPENDENT DECISIONS**

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

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## **PRIMARY WORKING CONTACTS**

Administrators, teachers, counselors, students, and parents.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives oral and/or written instructions from Superintendent.  
Supervises technology staff.

## **UNUSUAL WORKING CONDITIONS**

Some evening and weekend work will be required. Travel in small aircraft required.

## **EVALUATION**

Annual written evaluation.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

## **QUALIFICATIONS**

**Education:** Master's Degree in Technology Management from an accredited college or university.

### **Experience:**

- Five (5) years of previous IT management and technical capacity management.
- Ten (10) years of overall IT experience.

### **Knowledge, Skills and Abilities:**

- Hold and maintain a valid driver's license with no serious violations.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.