TITLE: TECHNOLOGY DIRECTOR

EMPLOYEE CLASSIFICATION: Exempt, Certified

MINIMUM QUALIFICATIONS:
- Bachelor's degree from regionally accredited college or university
- Strong interpersonal and communication skills
- Strong background with integration of technology across the curriculum preferred.
- Experience in network administration; instructional, administrative, and financial technology; and technology planning and implementation.
- Degree or appropriate experience in computer and other technology use, configuration and setup.

OVERVIEW OF JOB DESCRIPTION:
- This position operates in a centralized district location for the purpose of providing knowledge and leadership in all general areas of technology to include computer fields, distance learning, and electronics.
- This person is responsible for maintaining the student management system, as well as completing SAIS submissions to the Arizona Department of Education to ensure accuracy of SAIS data compared to district data.
- This person is responsible for maintaining the Visions software for human resources and budgeting.
- This person maintains the software program e-IEP PRO that manages the student special education data.
- This work will be performed with minimal supervision.

PERFORMANCE RESPONSIBILITIES:
1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Supervises configuration and use of the district's network.
3. Supervises assists and provides instruction to sites on the configuration and use of the SAIS database software and student management related software.
4. Installs appropriate and adopted computer software.
5. Installs new versions of existing software related to student data and district management software.
6. Supervises overall program for computers and peripheral maintenance and repair.
7. Maintains the firewall security system for Internet access. Assists superintendent in establishing appropriate levels of security for access to the Internet.
8. Maintains a level of virus protection for all systems based on availability/cost of appropriate software.
9. Determines hardware and software specifications for the district.
10. Supervises and maintains the district network ensuring that all wiring is operable and up to code.
11. Provides information to the superintendent as needed.
12. Creates and maintains the district's website. Updates district web site information as needed.
13. Supervises e-mail addresses, setup, and configuration for district employees.
14. Established user groups based on level of security.
15. Maintains security on district servers and performs daily backup of all files.
16. Installs, maintains, and operates the district video surveillance system including busses.
17. Provides information to the Superintendent related to student counts and verification of SAIS data.
18. Plans, installs, customizes and configures the operating system of computers and network throughout the district. Maintains records of all configurations.
19. Performs annual maintenance on all computers. Performs any additional maintenance as needed.
20. Keeps current inventory of all computers hardware and software licenses, maintenance agreements by location and computers.
21. Supervises and implements the district's technology plan.
22. Relates and communicates positively with school staff, students, parents, and administrators.
23. Assists superintendent with e-rate application and other technology grant applications and discounts.
24. Assists superintendent with online ADE and other governmental reporting of data and analysis of data.
25. Serves as the main contact with Internet provider insuring that the Internet connections are working.
26. Provides training for staff as needed.
27. Attends workshops and training sessions to enhance skills and keep current with technology.
28. Provides technical support and maintains the district-wide telephone system.
29. Performs other job relevant duties as assigned.

REPORTS TO: Superintendent

SUPERVISES: Technology Support Specialist, Student Data Technician, Technology Support Assistant

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.