

## **TRUTH OR CONSEQUENCES MUNICIPAL SCHOOLS JOB DESCRIPTION**

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| <b>TITLE OF JOB:</b>                          | Director of Information Technology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>REPORTS TO:</b>                            | Human Resources Officer (immediate supervisor) and Superintendent (final administrative authority). Performance evaluations are conducted jointly by the Human Resources Officer and Superintendent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>JOB GOAL:</b>                              | <p>Develop and implement ongoing sustained professional development in the area of technology applications and integration with an emphasis in enhancing the K-12 learning environment. Plan, organize, direct and schedule information systems operation, data control and data entry.</p> <p>Manage support and maintain a wide area network in a multi-server environment; supervise and direct technical staff; provide technology, computer, network computer software, phone, e-mail and Internet support to the district.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b> | <ul style="list-style-type: none"><li>• Schedule and provide technology based professional development to district staff including administrators, teachers and support staff.</li><li>• Develop, implement, and maintain systems and processes that effectively support students, staff, administrators, and district operations. Establish and communicate technology priorities based on instructional needs, operational impact, stakeholder feedback, risk, compliance requirements, and available resources, recognizing that service to people and the educational mission may, at times, take precedence over technological convenience or preference.</li><li>• Serve as the district lead administrator and primary support resource for NOVA and Synergy systems, including system configuration, user account management, data integrity, troubleshooting, staff training, implementation of updates, coordination with vendors, and ensuring effective utilization by all district stakeholders.</li><li>• Manage the Technology budget.</li><li>• Submit applications for technology funding to the local, state, and federal entities, and keep records of funds received and how they are spent.</li><li>• Organize the creation and update of a district technology plan as required by the state and ensures the plan is followed.</li><li>• Manage and evaluate the work of network technicians.</li><li>• Analyze potential system problems and take corrective action as needed.</li><li>• Maintain up-to-date knowledge of network operating systems, network architecture, network concepts, professional development practices, technology integration trends in the K-12 educational environment.</li><li>• Research and analyze new systems and applications software programs and proposed modifications to current software.</li><li>• Assist in identifying training and equipment needs for the district employees based on support given and personal observation.</li></ul> |

- Determine cause and level of network connectivity problems by trouble shooting cable, hubs, switches, network cards, and other network equipment.
- Design and maintain a comprehensive network disaster recovery plan.
- Design, support and document network infrastructure to ensure the lowest amount of down time possible.
- Design, implement and maintain network security procedures.
- Serve as an advocate of network security by encouraging proper security practices by all users following district security policies at all times.
- Configure and support district telephone and voice mail system.
- New Staff Orientation and Onboarding in Collaboration with Human Resources Coordinator and Executive Administrative Assistant
- Technology Integration
- E-Rate
- Digital Learning Professional Development
- Student Assessments
- Canvas Learning Management System
- Schoolzilla Data Platform
- Data Reports
- Serve as the district lead administrator and primary support resource for NOVA and Synergy systems, including system configuration, user account management, data integrity, troubleshooting, staff training, implementation of updates, coordination with vendors, and ensuring effective utilization by all district stakeholders.
- Website and Social Media
- Assist with Requests from Chief Academic Officer and Technology and Safety Coordinator
- E-Rate
- Technology Coordinators (Site-Based)
- Technology/Laptop Inventories
- Security Cameras in Collaboration with Maintenance Coordinator and Principals
- Facilities Access in Collaboration with Principals (Keys, key fobs, protocols, key check-in/out)
- RAVE Panic Button Technology
- Raptor Visitor Check In/Out Technology
- Access Control Badges Technology
- Security Camera System Technology
- Staffing:
  - Technology and Safety Technicians
- Supervision and Evaluation of:
  - Assistant Director of Information Technology
  - Technology and Safety Technicians
- Other Duties as Assigned by the Superintendent.

#### **QUALIFICATIONS:**

- To perform this job successfully, an individual must be able to perform each essential duty and responsibility. The requirements listed below are representative of the knowledge, skills, and abilities required:

#### Education and Experience:

- Bachelor's degree from an accredited college or university in Information Technology, Computer Science, Information Systems, Cybersecurity, Educational Technology, Business Administration, or a closely related field.
- An equivalent combination of education, technical certifications, training, and progressively responsible information technology experience may be substituted for the degree requirement.
- Minimum of five (5) years of progressively responsible experience in information technology systems administration, network management, cybersecurity, educational technology, or related technology operations.
- Minimum of three (3) years of supervisory or management experience preferred.
- Experience supporting enterprise networks, servers, cloud-based applications, data systems, and end-user technology environments.
- Experience in a K-12 educational environment is preferred.

#### Knowledge, Skills, and Abilities:

- Advanced knowledge of network architecture, server administration, cybersecurity, disaster recovery planning, and information technology infrastructure.
- Knowledge of data management systems, student information systems, learning management systems, and educational technology platforms, including NOVA, Synergy, Canvas, and related applications preferred.
- Knowledge of E-Rate funding requirements, technology budgeting, procurement, and grant management preferred.
- Ability to develop, implement, and maintain technology plans, policies, procedures, and security protocols.
- Ability to analyze and resolve complex technical and operational issues.
- Ability to lead technology initiatives, manage projects, supervise staff, and coordinate services across multiple district locations.
- Strong interpersonal, leadership, organizational, written, and verbal communication skills.

#### **PHYSICAL DEMANDS:**

- The employee is required to stand, walk, and reach with hands and arms.
- The employee must lift and/or move up to 25 pounds regularly.

#### **EVALUATION:**

- Performance of this job will be evaluated in accordance with BOE policy.

#### **TERMS OF EMPLOYMENT:**

Salary is established by salary schedule.

This position description indicates the general nature and level of work expected of incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbents may be asked to perform other duties as required.

This position description for Director of Information Technology is effective upon receipt. Personnel policies adopted by the Board of Education, and deemed appropriate for the job, shall be

in effect. Salary amounts shall be set according to the adopted salary schedule. This position description may be revised at any time in response to district needs.

TCMSD

Employer

By my signature below, I affirm that: the duties and requirements listed on this position description have been explained to me; I have been able to ask questions to clarify matters I do not understand; and I understand and accept them. In accepting this job, I certify that I am able to perform these duties, with or without accommodation, and that I will inform my supervisor immediately of any change in this regard. I also agree to follow District safety rules and accident prevention procedures.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date