

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS:

1. High school diploma (Baccalaureate Degree-preferred in computer science, engineering or related field)
2. 5 or more years network engineer / server administration exp
3. Appropriate certifications in computer / network fields MCP, MSCA, MCSE, A+, Network+, Security+, Server+
4. High knowledge of networking technology / internet
5. Knowledge of Exchange, SQL and ISA servers

REPORTS TO: Assistant Superintendent of Operations

JOB GOAL: To provide support and maintain the district's network, server, computer and telephone systems. Coordinate the duties of the Director of Technology Integration, Network Specialist & Technology Support Specialist

PERFORMANCE RESPONSIBILITIES:

1. Administer and support district network, server, computer and telephone infrastructure
2. Supervise the general installation of all technology equipment and systems within the district
3. Assist in creating the yearly district technology budget
4. Design structured wiring and network infrastructure for new buildings
5. Provide and maintain network, server and computer security including anti-virus, anti-spam, anti-malware and internet website filtering
6. Ensure reliable backup of all servers
7. Serve as liaison to technology vendors utilized by the district
8. Serve as a resource to district technology personnel
9. Create and develop specifications for technology infrastructure and equipment for requesting bids from vendors
10. Help evaluate technology bids and proposals submitted by vendors
11. Maintain a high level of security as entrusted with confidential information
12. Perform other duties and responsibilities as directed by the Assistant Superintendent of Operations

PHYSICAL DEMANDS: Must be able to lift up to 70 pounds, climb ladders and work in lifts

TERMS OF EMPLOYMENT: 12 month as per School Board Policy GDBDA; compensation as per salary schedule

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the Assistant Superintendent of Operations

APPROVED BY SCHOOL BOARD: February 21, 2019