CLARKSDALE MUNICIPAL SCHOOL DISTRICT

DIRECTOR OF TECHNOLOGY
JOB DESCRIPTION

QUALIFICATIONS:

1. Associate's degree from an accredited educational institution.
2. Two (2) years job-related experience installing, configuring, and troubleshooting and other related peripherals and hardware.
3. Additional years of experience may be substituted for degree.
4. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of installing, configuring, operating, troubleshooting, and repairing all hardware and software utilized by the district. Ability to demonstrate interpersonal skills of listening, oral, and written communication, and sound judgment. Ability to assess district technology needs and make recommendations to supervisor. Ability to diagnose and correct hardware and software problems in an efficient manner. Ability to manage time effectively. Desire to be a team player. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Superintendent

JOB GOAL

To ensure the information processing functions are designed and operating to the maximum benefit of the school district and all systems are properly implemented, documented and stored.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Manage Microsoft Exchange e-mail server and associated systems.
2. Oversee and implement future district-level projects.
3. Work with personnel to maintain a sense of confidence in and responsibility for the data and equipment maintained at each campus across the district.
4. Troubleshoot hardware and software problems district wide.

DIRECTOR OF TECHNOLOGY (Continued)

5. Install hardware and software district wide.
6. Recommend cost effective upgrades and peripherals.
7. Maintain appropriate documentation for installations and reassembly.
8. Perform routine tests, checks, and backup procedures on all critical systems.
9. Coordinate work contracted by vendors as required.
10. Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

11. Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
12. Follow attendance, punctuality and other qualities of an appropriate work ethic.
13. Ensure adherence to good safety standards.
14. Maintain confidentiality regarding school/workplace matters.
15. Model and maintain high ethical standards.
16. Maintain expertise in assigned area to fulfill position goals and objectives.
17. Participate in relevant workshops, conferences, and training activities.
18. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra - Agency Communication and Delivery

19. Exercise service orientation when working with others.
20. Keep supervisor informed of potential problems or unusual events.
21. Use effective, positive interpersonal communication skills.
22. Respond to inquiries and concerns in a timely manner.
23. Serve on school/district committees as required or appropriate.

System Support

24. Exhibit interpersonal skills to work as an effective team member.
25. Follow federal and state laws as well as School Board policies, rules and regulations.
26. Demonstrate support for the school district and its goals and priorities.
27. Demonstrate initiative in identifying potential problems or opportunities for improvement.
28. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
29. Cross-train with one or more additional MIS personnel to provide support in their absence when needed.
    Perform other tasks consistent with the goals and objectives of this position.

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DIRECTOR OF TECHNOLOGY (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

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