

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Director of Technology Operations
Reports To: Executive Director of Facilities

SUMMARY

Responsible for the coordination of technological applications in the administrative operations of the District and for the development, implementation, refinement, and evaluation of a long-range plan for the application of computers and other technologies in all District programs, instructional and administrative.

QUALIFICATIONS/REQUIREMENTS

Bachelor's Degree and previous experience with computer systems, network technologies, Windows servers and other technologies, or comparable education and work experience. Prefer technical certifications and experience as network engineer.

ESSENTIAL JOB DUTIES

- Coordinates the implementation of the school district's comprehensive technology plan and update, as necessary.
- Coordinates district administrative data network implementation.
- Coordinates network implementation.
- Orchestrates and oversees a process for software selection.
- Administers the school network to include file servers, Internet, e-mail, and print servers.
- Plans and provides for security of all information systems, including firewalls and internet, web filters, and email solutions.
- Develops an effective system backup and process.
- Coordinates data processing and administrative computers.
- Oversees E-Rate program for technology initiatives within the district.
- Supervises and works with technical staff to plan, design, and manage all infrastructure, networking, and technology installations and services, standard district software, and the technical support of these systems.
- Works with staff and contractors to install necessary infrastructure to support access to all networks.
- Develops an effective inventory system for all technologies; including multimedia equipment, original cost data, and date of purchase, condition, and equipment locations.
- Assists in the development of all technology budgets in the district.
- Assists all employees in day-to-day operation/implementation of technologies, including trouble-shooting, repairs, training, and other forms of technical support.
- Configures, purchases and implements the installation of LANS and WANS for the district.
- Prepares appropriate handbooks and/or training manuals for all technologies.
- Writes necessary grants to secure technology hardware, software, networking training, and/or other related technological needs.
- Coordinates the installation and maintenance of networking software and hardware.

ESSENTIAL JOB DUTIES (cont'd)

- Supervises and evaluates the Computer Technology Department staff.
- Coordinates technical trainings for staff.
- Establishes a process to monitor and keep district employees informed of evolving technologies.
- Manages the district technology budget and assists other departments and buildings with technical planning and budgeting.
- Represents the district in a professional manner at all meetings, conferences, or seminars related to various technologies.
- Purchases and implements the installation of all computer systems and other technologies used in the district.
- Coordinates and supervises the purchasing of all computer hardware and software
- Prepares necessary data and reports related to the district's technology as requested

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Executive Director of Facilities.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Director of Technology Operations shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.