JOB DESCRIPTION **11.17**
MOORE PUBLIC SCHOOLS

JOB TITLE: Assistant Director of Technology

QUALIFICATIONS:

Credentials: Valid Oklahoma Drivers License and acceptable driving record.

Education: A Bachelors degree in Computer Science, Management of Information Systems, Education or related field or three to five years experience in network administration, in addition to the appropriate industry certifications, may be substituted for above degree.

Experience Required: Minimum of 5 years experience in supporting personal computer users, servicing personal computers and providing network support, 3 years preferred experience in the management of coordination of computer technology developments, software enhancements and designs for instructional technology, including knowledge of WAN/LAN hardware and software, operation and maintenance of PC and Apple computers, and network security administration.

SPECIAL SKILLS, KNOWLEDGE, ABILITIES:

Communication Skills (oral, written, or business): Basic Communication skills to exchange information, be able to give/receive instructions and respond to inquires. Includes filling out forms.

Date Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge or addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software technology documentation.

Must be familiar with various Operating Systems and Applications, particularly Windows 2000, Windows XP, Windows 2003 Server, as well as be proficient in Microsoft Excel and Microsoft Access.

Must be familiar with Microsoft Exchange, Active Directory, Microsoft SQL 2000/2005, Antivirus systems, Anti-Spam systems, SAN systems, security procedures, and VMWare.

SITE: Center for Technology

REPORTS TO: Director of Technology

PURPOSE OF POSITION: Responsible for overseeing the design and implementation of the server components of a client-server based Wide-Area-Network (WAN) and Local-Area Network (LAN) at remote sites. Responsible for coordinating interface of Windows Platforms to Windows 2000/2003 servers. The job also includes technical leadership responsibility, involving decision making, driving communication inside and outside of engineering and involves hands-on design and development work, implementing enhancements and extensions to the WAN. The Assistant Director of Technology will be involved in development of new features and supporting the current network. This is a fast-paced position with rapidly changing requirements. The job requires an ability to work on multiple tasks simultaneously and be flexible while maintaining productivity.

CONTACT WITH OTHERS: An incumbent in this position has regular contact with district personnel, vendors, and others.

PERFORMANCES EXPECTATIONS: Demonstrates knowledge and understanding of TCP/IP, Cisco Routers/Switches/Firewalls, ISA Server 2004, IIS 5.0 and 6.0, Exchange Server 2003, and SQL 2000/2005. The individual must be able to monitor the setup and maintainance of web filter server for adult sensitive sites. Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. The position requires following school dress standards, proper attendance or leave policies, and other Board Policies. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, this individual must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

ESSENTIAL JOB FUNCTION (PERFORMANCE RESPONSIBILITIES):

1. Assists with maintenance and support of all local area networks and wide area networks throughout the district to include troubleshooting in both hardware and software.

2. Coordinates and/or supervises design and installation of wide and local area networks.

3. Sets the minimum equipment standards for LAN and WAN installation. Approves all network equipment before purchasing as well as before installation.

4. Manages network security, including firewalls, host security, wireless access security, file permissions and file system integrity.

5. Provides the Director of Technology with assistance in developing long-range departmental goals.

6. Coordinates planning and implementing the network systems Disaster Recovery plan.

7. Supervises support staff or work teams, either functionally or administratively; provides technical leadership and oversees supervision of technical staff. Schedules and assigns work projects for supervised personnel.

8. Coordinates installation and support of network applications operating on Windows based computers.

9. Evaluates and monitors network equipment so as to optimize performance and reliability across the LAN/WAN infrastructure.

10. Makes recommendations and/or supervises the installation of network cabling and switches in school buildings and between school buildings on single campuses.

11. Coordinates integration of the district's desktop computers with the district's information systems.

12. Assists the Director of Technology with:
    a. Recommending policy changes as required by law.
    b. Planning software enhancements for district use.
    c. Planning the professional development of technical staff.
    d. Selecting software for the district.
    e. Selecting hardware/software packages.
    f. Preparing grant applications, E-rate application and other funding and monitoring their progress.
    g. Participating in committees which oversee the planning of district information systems.
    h. Researching new technologies for potential implementation.
    i. Designing pilot programs for classroom based technology.
    j. Administrating the Student Information System
    k. Monitoring the licensing of software as well as potential copyright

infringement issues.

l. Planning budgets and use of bond money for district information systems.

SUPERVISION EXERCISED: Manages other technical staff, including, but not limited to, network technicians, assistant network administrators, and network administrators as assigned by the Director of Technology.

PHYSICAL/MENTAL REQUIREMENTS AND WORKING CONDITIONS: Other than those requirements listed above, the employee must have the ability to lift boxes containing computers and computer peripherals, and climb ladders.

TERMS OF EMPLOYMENT: 250 Days

SALARY: To be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy

Adopted: 08-14-06
Revised: 11-10-14