Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Director of Information Technology & Information Security Officer

Reports To: Superintendent of Schools

Supervises: Information Technology Technicians

Qualifications:

1. Bachelor's degree, or 4 years of additional experience.
2. Minimum of 5 years of experience

Physical Demands:

1. Able to occasionally lift 50 lbs. overhead.
2. Able sit and/or stand for long periods.

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

General Duties & Responsibilities:

Serve as the district's last port of call for: the district website, all computer systems, all cybersecurity, all software, the network infrastructure, any and all hardware, all audio-visual equipment, mobile devices, data retention, disaster recovery, wireless, auditing and reports. This includes but is not limited to: the design, planning, budgeting, development, implementation, administration, tracking, maintenance, and repair of all of the above.

Give monthly reports to the school board on the status of projects, support, and any other relevant information. As well as advising relevant subcommittees on technology, including the state law, regulations, and board policy where applicable. In the case of the Technology committee, facilitating and coordinating the meeting.

In accordance with school board policies, develop plans and procedures to accomplish the short and long-range strategic goals of the district and department. This includes but is not limited to, 5 year technology plan, data governance, yearly budgets, audit and preventative maintenance schedules, job descriptions, replacement cycles, end of life strategies, and procedures to insure the operational continuity of the department.

Lead and direct the Information Technology department and serve as the point of contact for the department for all outside agencies, vendors, committees, and activities. This includes but is not limited to: Hiring effective staff, setting professional expectations, coordinating the technology training of all faculty and staff, managing technology staff, mentoring, evaluating performance, and monitoring trouble tickets and their SLA's.

Evaluation: Performance of duty responsibilities will be reviewed annually.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.