Lakewood School
Twin Lakes School District #4

Job Title: Director of Information Technology

Reports to: Administration

Position Summary: The Director of Technology is responsible for the day-to-day operation of the technology network and the audio, visual, and media equipment needs of the district. He/she routinely must document, evaluate, and recommend improvements for district technology needs. He/she is responsible for the efficient operation and timely upgrades of all district computer systems. He/she manages all software licenses and prepares budgetary requests and forecasts for future expenditures. The primary focus is to keep the network running effectively and supporting the staff and students in their technology needs.

Qualifications:

Educational & Certification
Requirements:
Minimum: BS Degree in technology with job experience in an informational systems environment
Experience with PC and Mac systems
Experience with active directories, Exchange servers, and system protection software
Ability to communicate effectively with everyone in the school community
Motivated learner who contributes to school district operations

Preferred: Bachelor's degree in technology or equivalent training and experience
Microsoft Certified Instructional Technology Professional (MCITP)
Cisco Certified Network Associate (CCNA)
Previous classroom instructional experience

Skill Requirements:

1. Strong problem solving skill
2. Great in customer service skills
3. Basic understanding of hardware infrastructure of networking
4. The ability to diagnose network and active directory issues
5. Understand basic network wiring and troubleshooting methods
6. Understand and be able to support Windows XP, Vista, Windows 7, and MAC operating systems
7. Have a working knowledge of routers and switches
8. Expertise with imaging, installing, and upgrading new and older model PCs and Macs
9. Ability to diagnose computer hardware and software problems, hubs, routing, and switches
10. Ability to communicate with outside support to assist with solutions to computer and network problems and installations
11. Capable of performing basic network administration and security functions to ensure system integrity and security
12. Ability to instruct and relate to instructional and support staff

Major Responsibilities and Duties

1. Manage the Windows Network, backup systems, and active directory systems
2. Maintain, troubleshoot, and repair PC and MAC workstations including the installation and replacement of parts
3. Maintain Hubs, Switches, and Routers
4. Configure, deploy and image workstations and the Network
5. Install and configure Windows and Mac operating systems
6. Load and upgrade software on servers and workstations
7. Establish passwords, home directory accounts for all staff and students
8. Assist with the deployment and tracking of all computer and AV equipment
9. Assist end-users with hardware, software, and connectivity issues
10. Maintain Hubs, Switches, and Routers
11. Must be flexible to arrange work hours to accommodate network needs
12. Provide technical assistance to teachers and administrators
13. Recommend solutions and improvements to network systems, active directories and servers
14. Maintain necessary logs and/or records
15. Update the District Administrator on network issues
16. Prepare and administer technology budget and ordering as instructed
17. Order supplies when needed
18. Provide for a help desk process for end users
19. Perform system backups as needed
20. Actively oversee the management of firewall and anti-virus software and supportive hardware.
21. Monitor network usage and activities and report any user violations to the appropriate administrator

Other Duties and Responsibilities:

Duties or special projects as assigned by the District Administrator which could be reasonably associated with the functions and objectives of the school and this position.

Additional Working Conditions:

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position. The employee will be required to follow the instructions and perform the duties assigned by the district administrator. Accessing personal information within an employee's or student's account may be done only under the direct request of the District Administrator or Board of Education.