

## DIRECTOR OF INFORMATION TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Superintendent or school district administrator, an incumbent of this class directs, administers, plans and coordinates the daily technological functions of the school district. Responsibility involves the administration and direction of the technology department, including the day-to-day operation and long range planning. Incumbent is also responsible for ensuring that the automated systems and peripheral equipment of the district function at an optimum level. Independent judgment is exercised in carrying out the details of the position. Supervision is exercised over technology and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and oversees the day-to-day operation of the technology department, including administration of policies and procedures and implementation of goals and objectives;

Participates in the creation of network policies;

Serves as a resource person to address diverse technology issues and assists staff and users with troubleshooting network problems;

Works with administrative staff on the development of long and short-term goals for the department;

Coordinates requests from other departments for assistance with the automation of school/district functions;

Prioritizes departmental work and monitors outstanding requests;

Evaluates and recommends school/district software and hardware purchases;

Acts as liaison between district and outside technology vendors;

Prepares the department budget and provides supervisor with status reports;

Oversees security of computer network (e.g. access, data integrity, confidentiality of files, etc.);

Oversees, maintains and monitors the security surveillance network servers and/or cameras;

Oversees and supervises technical staff in the configuration and installation of computers, computer peripherals and network components;

Assigns schedules and monitors subordinate staff;

Coordinates staff development and training programs for technical staff;

Attends conferences and stays apprised of current developments and trends in technology;

May be responsible for reporting crucial and required data (e.g. demographic data, enrollment data, etc.) to the State for strategic monetary funding;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

May act as a Chief Information Officer in accordance with State mandate;

May be responsible for designing and maintaining the School/District Web Site to ensure the information posted is accurate and up-to-date;

May be responsible for updating the automated telephone system's database;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the methods and practices of providing technology services for a school district; thorough knowledge of computer software, hardware, networks, telecommunications systems and related technology equipment; good knowledge of personal computers and their application to the educational and administrative environment; good knowledge of local area and wide area networking; ability to plan, organize and supervise the work of technical staff; ability to work effectively with district administrators, faculty, vendors and end users; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to present ideas clearly and concisely; both orally and in writing; sound judgment, strong leadership; innovative; flexible; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and five (5) years of experience where the primary function of the position was in technology support services and/or information technology projects at a supervisory level.

SUBSTITUTION: Satisfactory completion of a Master's Degree\* in Information Technology, Computer Science or a closely related field may be substituted for two (2) years of the experience described above.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.