

Technology Assistant Director

Purpose Statement

The job of Technology Assistant Director is done for the purpose/s of assisting with providing leadership, strategic management direction, coordination and operations of the core technology infrastructure within the technology department; researching, planning, executing, and managing the integration of core technologies including network, hardware, software, phone, and security to provide the most functional, stable, and secure technological infrastructure at the least cost; supervising core technology staff and acting on behalf of the director in his/her absence; and providing information to others and serving as a resource.

This job reports to Technology Director

Essential Functions

- Acts for the Director in his/her absence or at his/her direction for the purpose of conveying and/or gathering information required for their functions
- Assists with department operations, the maintenance of services, and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Collaborates with internal and external personnel (e.g. other administrators, government agencies, state network, stakeholders, Technology Director, District Emergency Operations Team, Technology Department Team, engineers, vendors, etc.) for the purpose of training staff, solving current and recurring issues, preparing technology operations budget, providing support and implementing and/or maintaining services and programs.
- Coordinates project management for district construction projects, new projects and initiatives for the purpose of ensuring compatibility and consistency with current technology availability and reliability standards.
- Directs or manages the development of the district wide area and local area networks for the purpose of ensuring the efficient growth and development of productivity computing for teachers, classified/support staff, district administrators and Board members.
- Directs or manages enterprise-level server, storage, database, security and network infrastructure growth and maintenance plans for the purpose of implementing strategic directions in the area of enterprise-level core technologies.
- Establishes the creation of ad-hoc networks for the purpose of installing audio-visual equipment necessary for testing, special events, district sponsored meetings, etc.
- Maintains general knowledge of technology applications (e.g. learning management tools, cloud services, PowerSchool/PowerGrade, NWEA, web content management, data warehouse, etc.) for the purpose of assisting with providing leadership, strategic management direction, coordination and operations of the core technology infrastructure.
- Oversees core technology inventory (e.g. purchases, distribution, etc.) for the purpose of maintaining inventory and ensuring availability of related materials and supplies.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and

gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.

- Performs personnel administrative functions (e.g. recruiting, hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Provides leadership and technical support for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system.
- Researches current and forecasted enterprise server, network, security and other backend system technologies in a variety of ways (e.g. reading, attending seminars, conferences, workshops, college classes, FAQs on the internet, etc.) for the purpose of synthesizing information, making recommendations for improvement, planning and predicting future growth needs of current systems and infrastructure.
- Responds to issues involving staff, conflicts in policies and regulations, and other stakeholders for the purpose of providing courteous, timely, and effective escalated issues resolutions for both internal and external customers.
- Serves as liaison to software/hardware providers for the purpose of conveying and/or receiving information and coordinating district activities.
- Supervises the operations of a variety of specialized instructional and administrative critical systems (e.g. Networks and Telephony, Servers and Storage, Virtualization, User and Device Directory Management, E-Mail and Spam, SQL Databases, Load Balancers and Security Appliances, Security Cameras and NVRs, Printing, Learning Management Tools, Technology Inventory and Support Management, Accounting Software, Food Service and Library Management, Building Control Systems, and Computer and Software Imaging, etc.) for the purpose of adhering to and enforcing established security protocols to protect the district's information systems and privileged data.
- Trains and coaches on the use of technology infrastructure tools and procedures for the purpose of assuring appropriate in-service programs/activities for new and continuing end-users and core technology personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; transporting technology equipment from location to locations; and administering personnel policies and procedures.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze

situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; and current generation and emerging programming languages, networking technologies and operating systems.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required. Five years of experience planning and implementing technology-based solutions. Two years leadership experience. Three years of experience in or supporting K-12 education.

Education: Bachelor's degree in computer science or related field; Master's degree preferred.

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Salary Grade: PO on the Support Staff Salary Schedule