

# NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Director of Technology

**FLSA Status:** EXEMPT

**Classification:** Classified

**Terms of Employment:** 8 hours per day, 12 months

**JOB GOAL:** This position is responsible for the leadership and management of all information technology services. This includes supporting the stable operation of the in-house computer network and serving as a supervisor and technical resource to other IT staff for the purpose of assisting with resolving issues while guiding and enhancing their professional skills; administrative work directing major data processing and information systems activities for the Nye County School System; providing productivity improvements in all functional activities through enhanced systems and software capability; improving organizational efficiency to support student learning through improved methods, techniques, data validation, reporting, and better utilization of resources; and providing technology guidance to the Superintendent and the school system.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Manages data processing technology and information system activities with the goal of supporting student learning.
  - a. Recruits outstanding personnel for placement within the technology and information systems function and provides ongoing evaluation and development of employees.
  - b. Directs the work of department staff and their respective functions ensuring that activities assigned are completed in the most competent, effective, and efficient manner.
  - c. Reports performance of personnel and equipment resources and identifies significant levels and/or problems.
  - d. Provides strategic and tactical planning, selection, development, design implementation, integration, evaluation, coordination, and support for all information and technology systems throughout the District.
  - e. Develops, implements, and enforces a complete technology and information systems disaster recovery plan
  - f. Creates and maintains technology standards, policies, and procedures (i.e. network security, virus protection, email, webpage, user account control, etc.)
  - g. Conducts regular staff meetings to brief employees and discuss priorities and issues, and to monitor the status of active projects. Provides the leadership necessary for a productive and positive department environment. Develops team skills and strategies for department members.
  - h. Supervises preparation of all correspondence relating to the Information Technology Department; oversees the maintenance of department records and reports; prepares periodic reports of department activity; organizes, prepares and presents department agenda matters.
2. Provides support, assistance and training to others (e.g. staff, administrators, students, vendors, community members, Board members) for the purpose of providing information and direction with technology information, applications, or procedures ensuring support for student learning and an effective work environment.
3. Participates as a member of the leadership team for the purpose of providing and taking information in support of operational decisions, particularly where technology issues are being considered.
4. Evaluates new hardware and software technology and assesses its applicability relative to the requirements of the school system.
5. Write, coordinate and manage infrastructure grants available to Nye County School District from various state, federal and non-governmental entities including, but not limited to:
  - a. E-rate ( T-1's and Network )State;
  - b. State Grants ( infrastructure, server and computer);
  - c. Title IID (infrastructure, server and computer).
6. Provides district representation on Student Accountability Information Network (SAIN) and various state and national management technology and information committees.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Ability to establish and maintain effective working relationships with IT staff, school personnel, supervisors, students, vendors and/or the general public.
2. Ability to work flexible hours and occasional travel as necessary for the efficient operation of the department.
3. Ability to maintain an up-to-date knowledge of rapidly changing computer network technology.
4. Ability to work independently to carry out assignments to completion while maintaining a positive outlook.
5. Ability to maintain a good driving record and qualify for District vehicle insurance coverage.
6. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
7. Recognizes and reports hazards, conforms to safety standards as prescribed.
8. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
9. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

## **POSITION REQUIREMENTS**

### **Education, Training, and Experience:**

1. Master's degree from an accredited college or university in Educational Leadership, Business Administration, or related field with three years of successful administrative experience.
2. Demonstrated leadership in the field of technology.
3. Demonstrated increasingly more responsibilities in the technical and administrative personnel management realm within a district/business.
4. Exhibit confidentiality, ownership and initiative.
5. Proven experience with program development, budgeting, and project management.
6. Demonstrated ability to manage the day to day operations of a department.
7. Any IT Industry Recognized Certifications are highly desired.
8. Familiarity with specific district technology and information systems preferred.

### **Licenses and Certifications:**

1. Valid Nevada Driver License

### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

## **WORK ENVIRONMENT:**

**Strength:** Sedentary/medium – exert force 10-50 lbs. occasionally; up to 10 lbs. frequently, or a negligible amount of force to lift, carry, push, pull, or move objects.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference, computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials, a VDT screen or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

**Working Conditions:** Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

### **Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation,

national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:  \_\_\_\_\_  
Superintendent

3-22-17  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_