Information Technology Director

Reports to: Assistant Superintendent of Schools
Location: Central Office

Position Purpose:

The purposes of this position are to develop, administer, manage, supervise and direct computer systems and networks to meet the information platform needs of the district for reliable, integrated and secure information systems. This is accomplished by overseeing the development of polces about information systems to ensure security and consistency; purchasing all computer, software, networks systems and devices; maintenance of information systems and administration of IT budget. The IT Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas of educational technology to the benefit of the teaching and learning process in the district.

Job Summary and Functions:

Develop and lead the district's information technology department to ensure technological resources are allocated to support the district's strategic plan. Responsible for managing the various information systems and the IT personnel who support such systems.

Essential Duties and Responsibilities:

- Designs and implements network and server architecture based on evolving technology needs in the District
- Provides management oversight for the data and database support for end-users for the districts primary data collection and reporting systems, including PowerSchool or other student data management systems, the financial management systems and other software systems that are used by the district.
- Evaluates hardware and software vendors and packages. Approves hardware and software purchases based on operational and curriculum requirements.
- Manages the licensing usage, compliance and requirements and keeps the Assistant Superintendent apprised of all technology compliance within the district.
- Approves data backup plans and monitors adherence to such plans.
- Directs the installation of software on the network and desktops and verifies configurations and proper operation.
- Approves user groups and permissions for network users and PowerSchool and all other systems requiring security and/or users controls.
- May on occasion, move or install computer equipment, including network connections necessary to assist end-users or when called to assist technical staff, especially during summer renovation work.
- Prepares written plans for operations projects, software and system updates.
- Prepares budget projections on hardware and software expenditures and requirements to help ensure adherence to budgets and to prepare submission for inclusion in future budget plans.
- Reviews and prioritizes technology initiatives with District administration team.
- Conduct and maintain a yearly audit and catalog of all network infrastructure and equipment.
- Perform routine maintenance on all servers, routers and other centralized infrastructure equipment.
- Meet with school building principals to discuss technology needs.
- Perform all other Information Technology and District duties at the direction of the Superintendent of Schools or his/her designee.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues professional development; Stays abreast of new technologies and advises the Assistant Superintendent accordingly.
- Attends appropriate meetings; represents the district on technology issues.
- Assists other department staff as needed to promote a team effort to serve the district.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelors' Degree in computer science, information services or some closely related field and at least 2 years of management and supervision experience in a technology related field; or any equivalent combination of education, work experience and training. Qualified candidates must have and maintain CT Driver's License

Preferred Credentials:

A+ Certification, Microsoft Certified Solution Expert, VMware Certified Professional (VCP 343 and 5), and appropriate Cisco certifications; or equivalent related experience with these certifications areas.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of TCP/IP, routers, servers and current networking topologies inclusive of wireless; extensive knowledge of network operating systems, Microsoft systems and current versions of Windows; working knowledge of financial systems and applications specific to public schools; working knowledge of educational operations and services; thorough knowledge of the principles and practices of IT management; strong knowledge of the federal and state laws affecting IT services; thorough knowledge of appropriate hardware equipment and software applications for educational operations; knowledge of educational budgeting; knowledge of capital budget and planning for major IT changes; knowledge of ways to interface and integrate various computer systems; knowledge of freedom of information laws.

Ability: Ability to lead, manage and directly supervise employees and contractors and to prepare and effectively communicate approved policies, procedures, practices, and standards; ability to establish and maintain effective working relationships with department, state and federal officials, various groups and individuals; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise programs and staff; ability to manage operating budget; ability to prepare reports and maintain records; ability give written and oral instructions; ability to communicate with non-technical personnel; ability to install and maintain systems, networks and applications; ability to develop and implement short- and long-term IT plans; ability to diagnose and fix hardware and software malfunctions and failures and assist in the diagnosis and repair of user applications and/or data failures; ability to provide advice for IT infrastructure development, reliability and maintenance; ability to provide for smooth transitions from current to new product/platform generations

Skill: Good verbal and written communication skills; skill in using the above mentioned office equipment; skill in motivating, training, directing and supervising employees; skills associated with handling numerous projects at one time; administrative and organizational skills; skilled in developing and maintaining effective working relationships with other department heads, supervisors and end users to promote the best possible delivery of IT services; highly skilled in diagnosing IT systems and moderately skilled in repairing installed platforms and

systems; highly skilled in IT administrative functions; skilled in administering systems and application support agreements.

Starting Salary Range: $82,000 to $96,000, depending on experience and qualifications plus a competitive benefits package.

*All candidates must pass a background check and pre-employment screening.