

NEVADA JOINT UNION HIGH SCHOOL DISTRICT

SUPERVISORYJOB DESCRIPTION

DIRECTOR OF TECHNOLOGY AND INFORMATION SYSTEMS

- General Definition:** Under the Supervision of the Superintendent / Designee, the Director is responsible for: planning the direction of technology and information systems within the district; the coordination of computer networks at the local, District, inter-district, intra-district, and State levels; the development and nurturing of technological linkages between students, staff, schools, districts, and community.
- Supervision over:** District Network Systems Administrator, System Analyst, Technology Support Assistant (Help Desk), and applicable staff as assigned.
- Salary Range:** 52
- Employment Term:** 12 months, 8 hrs/day
- Desirable Qualifications:**
- Education:** Prefer advanced degree or certification in engineering, computer science, electronics, or closely related field.
- Experience:** Must have a minimum of five (5) years of supervisory experience in the communications industry. This experience must include extensive experience in computer networking.
- Skills:** Possesses an in-depth knowledge of Windows based networking, TCP/IP, network protocols; router installation, configurations, and table structure experience; past hands-on experience with telephone & data services; ISDN, Frame Relay connectivity; knowledge of cross platform computer installation, hardware/software configuration.
- Ability to communicate clearly and concisely in writing and orally with all stakeholders, including classified staff, teachers, administrators, parents, and community.
- Ability to function as a leader in developing, implementing, and maintaining technology in the District and community.

EXAMPLES OF DUTIES:

1. **Technology Integration:** Oversee the assessment and design of area networks, the installation, system administration (operating system, software/hardware support), network administration (WAN/LAN operations, network gateways and security, transmission systems), expansion, and maintenance of all district systems.

DIRECTOR OF TECHNOLOGY AND INFORMATION SYSTEMS (cont.)

2. Network Resource Provider: Provide direction for the district in the development of internal and external communication systems, including but not limited to the development of e-mail and internet capabilities.
3. Assist in the development and implementation of the District technology plan.
4. Develops bid specifications for district technology projects and purchases.
5. Coordinates with architects and district facility and operation staff the installation of technology data and telecommunication in district facilities, specifically during periods of new construction and modernization projects.
6. Oversees the district technology budgets.
7. Work cooperatively with the District Instructional Technology Coordinator on the development and implementation of curriculum related technology within the district.
8. Communicate with and be a part of the District and Site Technology Committees.
9. Meet with and communicate effectively with site administration and staff regarding site-specific needs.
10. Coordinate training of district staff on technology needs.
11. Instruct, train and supervise technology services personnel.
12. Establish and maintain harmonious and cooperative working relationships with students and staff.
13. Perform other duties as assigned.