

LA GRANGE HIGHLANDS SCHOOL DISTRICT #106

JOB TITLE:	Director of Technology
JOB GOAL:	Provide the infrastructure, software, and professional development required to facilitate a modern learning environment
REPORTS TO:	Superintendent
QUALIFICATIONS:	Read, understand, and follow verbal and written directions Utilize applicable technology to support performance responsibilities Knowledge of educational software Experience managing Google Workspace Experience with Google Cloud Compute Engine

DUTIES AND RESPONSIBILITIES

General

1. Communicate and collaborate effectively with others
2. Ensure confidentiality of sensitive information
3. Maintain a record of dependability, as evidenced by consistent attendance, punctuality, and attention to detail in your work.
4. Understand and adapt to a variety of situations
5. Maintain and exhibit general and personal safety practices
6. Maintain stakeholder satisfaction
7. Work independently and exercise good judgment
8. Assume personal responsibility for professional performance and growth
9. Utilize practical problem-solving processes
10. Exhibit professionalism in appearance and demeanor

Specific

1. Delivers services that align with district strategic plans
2. Undertakes primary responsibility for the evaluation of all technology services and promptly informs the Superintendent of all business service problems
3. Is responsible for the assessment and implementation of security equipment, software, and procedures to protect district information assets
4. Authorize permissions to applications or services to ensure proper access to technology systems
5. Prepares and manages an annual budget in consultation with the CSBO
6. Supervises and mentors assigned technology staff (e.g., hiring recommendations, interviewing, training, evaluations, etc.) to maximize the team's efficiency and meet operational requirements.
7. Develops effective organization for all technology-related services
8. Maintains student management system to collect, store, organize, and report on all relevant aspects of students
9. Works with central office and school-based personnel to:
 - o Aid the selection of personnel
 - o Prepare and file accurate federal and state reports and claims as each governing agency requires.
 - o Review and maintain all related district contractual agreements with outside agencies to ensure state and federal requirements compliance.
10. Maintains district infrastructure, including servers, networking equipment, firewalls, wireless access, and VOIP phones, in a way that minimizes interruptions to learning
11. Inventories, monitors, and updates all end-user devices through MDM
12. Collaborates with the Director of Buildings and Grounds to install and maintain security cameras and associated recording and playback equipment and software
13. Assists in advising and reporting to the Board of Education on matters concerning technology
14. Anticipates technological services problems and provides appropriate recommendations relating to alternate courses of action

15. Maintains and updates the district website and intranet to meet stakeholder needs
16. Works with the business office to provide and maintain financial processing infrastructure, including a parent payment system
17. Manages and updates the district data warehouse to meet data storage and analysis needs
18. Procures, installs, and maintains classroom and public space audio/visual equipment
19. Coordinates long and short-term equipment purchase and replacement program
20. Manages the district 2-way radio system

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and perform any other duties assigned by the supervisor.

EVALUATION: Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district

TERMS OF EMPLOYMENT: Length of contract, salary, and benefits as established by the Board of Education