



Director of Technology

Immediate Supervisor: Superintendent

General Function

The Director of Technology is responsible for overseeing all technology operations within the District and ensuring that technology systems, services, and resources align with the educational and operational objectives of the District. The Director provides leadership in planning, implementing, maintaining, securing, and supporting the District's technology infrastructure, information systems, telecommunications, instructional technology, and end-user support services.

Qualifications

Required Qualifications

- Master's degree in Computer Science, Information Systems, Educational Technology, or a related field preferred.
- Illinois Technology Specialist Endorsement preferred.
- Minimum of five (5) years of experience in network and systems administration.
- Minimum of five (5) years of experience supporting technology in a public school environment.
- Experience managing Chrome OS devices and Google Workspace for Education.
- Experience administering wireless networks, switches, routers, firewalls, and network security.
- Experience with PowerSchool Student Information System administration.
- Experience with web server administration and website management.
- Working knowledge of HTML, XML, CSS, ASP, and JavaScript.
- Strong organizational, project management, communication, and interpersonal skills.
- Ability to manage multiple priorities ranging from routine technical support to complex infrastructure projects.

Preferred Qualifications

- CompTIA Network+ Certification.
- CompTIA A+ Certification.
- Microsoft certifications and Windows systems administration experience.
- Apple certifications and Mac OS management experience.
- Experience with mobile device management systems.



- Experience with VoIP phone systems and security camera systems.
- Coding experience, including knowledge of or willingness to learn Xojo.
- Experience with cloud-based infrastructure and cybersecurity best practices.

Duties and Responsibilities

Leadership, Planning, and Budget Management

- Develop and manage the District technology budget and monitor expenditures.
- Research emerging technologies and recommend solutions that support instructional and operational goals.
- Develop short- and long-range technology plans.
- Oversee technology purchasing, bidding processes, vendor relationships, contracts, and service agreements.
- Define project goals, timelines, and resource allocations and communicate them to District leadership.
- Ensure compliance with District policies, state regulations, federal regulations, and SOPPA requirements.

Network and Infrastructure Management

- Manage and maintain all District network infrastructure, including wired and wireless networks.
- Administer switches, routers, firewalls, wireless access points, content filtering systems, DNS, DHCP, Active Directory, and related infrastructure services.
- Perform network planning, upgrades, expansion, replacement, and end-of-life management.
- Develop and maintain disaster recovery, backup, and business continuity plans.
- Monitor network performance, security, and reliability.
- Manage cloud-based and on-premises technology systems.

Server and Systems Administration

- Administer servers and services including:
 - Active Directory
 - File servers
 - DNS and DHCP services
 - Print servers
 - Web servers
 - FTP services
 - Mobile device management systems
 - Google Workspace for Education
 - Content filtering systems



- Ensure all operating systems, software, and security updates are deployed and maintained.

Student Information Systems and Data Management

- Serve as the District administrator for PowerSchool.
- Manage annual PowerSchool setup, scheduling, attendance calendars, fee structures, staff access, state reporting requirements, and year-end processing.
- Support data integration between PowerSchool and third-party systems including Clever, MAP, and other educational applications.
- Assist with state reporting and data management requirements.
- Provide technical support and training related to PowerSchool.

Device Management and End-User Support

- Oversee the District's 1:1 student device program.
- Manage deployment, inventory, repairs, replacements, updates, and lifecycle planning for student and staff devices.
- Track device assignments and maintain accurate inventory records.
- Provide technical support to students, teachers, administrators, and support staff.
- Maintain district-owned computers, peripherals, printers, copiers, and related equipment.

Telecommunications and Security Systems

- Administer and maintain the District's VoIP phone system.
- Configure user accounts, voicemail systems, and phone equipment.
- Manage and maintain video surveillance systems and security cameras.
- Coordinate repairs, upgrades, and security monitoring of telecommunications and surveillance infrastructure.

Instructional Technology and Assessment Support

- Support instructional software platforms and digital learning resources.
- Serve as the technical coordinator for online assessments, including IAR and other state-mandated testing.
- Configure testing environments, security settings, and local caching systems as required.
- Provide technology training and support for instructional staff.

Website and Communications

- Maintain and update the District website.
- Support district communication platforms and social media accounts as directed by administration.



- Create and distribute technology-related communications, tutorials, documentation, and training resources.

Training and Professional Development

- Provide individual and group technology training for staff and administrators.
- Develop user guides, tutorials, and technical documentation.
- Promote effective use of technology throughout the District.

Other Duties

- Support technology needs for Board of Education meetings and district events.
- Assist with FOIA requests and legal data retrieval when authorized.
- Coordinate technology recycling and equipment disposal.
- Collaborate with maintenance and custodial staff on technology-related projects.
- Perform other duties as assigned by the Superintendent.

Physical Requirements

- Dexterity of hands and fingers to operate computers, tools, and technology equipment.
- Ability to lift, carry, and transport technology equipment, including computers, printers, monitors, and peripherals.
- Ability to move throughout school facilities and access equipment in classrooms, offices, server rooms, and other district locations.