

DIRECTOR OF INFORMATION SERVICES (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in the school district involving responsibility for managing the day-to-day operations of the technology infrastructure/network including its design, installation, maintenance and repair. The employee is responsible for the integration of technology into instruction, which includes teacher mentoring, staff development, and curriculum planning. Work is performed under the supervision of the District Superintendent. Supervision is exercised over the work of all technology staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises trains and provides assistance to information technology staff;

Establishes daily-operating procedures, recommends policies, and assures legal, ethical, and regulatory compliance;

Diagnoses and resolves systems, hardware and software problems;

Establishes, coordinates and maintains schedules and priorities for the utilization of services, programming and training;

Installs LAN/WAN equipment and systems including configuring workstations and installing switches, routers, modems and wiring, and loading server and personal computer software;

Supports communications software (e.g. e-mail and web site services);

Develops an annual technology budget for review and approval of the Superintendent;

Researches new technologies to identify future technology needs;

Plans and implements new technology projects and establishes and maintains documentation of associated costs;

Coordinates the acquisition of computer hardware, software and supplies and establishes and maintains an inventory of same;

Prepares a multi-year cost analysis for the purchase of technology equipment;

Assists the administration in the preparation of competitive bid specifications by providing hardware, software and staff development requirements;

Provides technical advice and assistance to end users district-wide in the identification and solution of technology

problems, as well as instruction on new equipment, software or programs;

Develops and maintains vendor partnerships;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the overall operation of information technology systems;

Thorough knowledge of LAN and WAN network systems including those used for telecommunications;

Thorough knowledge of the operation of computer hardware and software;

Thorough knowledge of the principles, techniques, and concepts of microcomputer programming;

Good knowledge of the computer hardware and software industry and products;

Good knowledge of modern office terminology, procedures and equipment;

Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to information technology;

Ability to design, install, update and maintain LAN and WAN networks including those used for telecommunications;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others;

Ability to exercise good judgment in evaluating situations, establishing priorities, and making decisions;

Ability to follow complex oral and written instructions;

Ability to plan, assign, and supervise the work of others;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by thirty (30) credit hours in management information systems, computer science, information technology or closely related field and two (2) years experience in network administration, information systems management or computer programming, one of which must have involved managing or supervising technology; or

- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree including or supplemented by eighteen (18) credit hours in coursework defined in a) and four (4) years experience as defined in (a), one year of which must have involved managing or supervising technology; or
- C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in (a), one of which must have involved managing or supervising technology; or
- D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

NOTE: Successful completion of a three (3) credit hour course beyond the requirements in (a) in management information systems, computer science, information technology, or a closely related field may be substituted for three (3) months of appropriate non-supervisory experience.