

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Technology Director
Job Class Code: 7506
Pay Scale: per salary schedule

Reports to: Superintendent
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

Personnel in this position are required to have demonstrated technical expertise including configuring, installing, managing, debugging, and repairing the following technologies in an enterprise environment.

- Windows Active Directory Management--Users and computers accounts, permissions, scripts, group policy global user and computer directives, liaison to state networking team (KDE)
- Networking—Specify/supervise/direct installation of inter-site WANs, install/monitor/ maintain building wired and wireless networks, debug /supervise installation and repair of Fiber Optic Networks, monitor/ manage internet bandwidth usage and manage user consumption, internet content filtering appliance, and set up administrator reporting structure for inappropriate usage, and provide battery operated backup to critical infrastructure
- Servers—Specify/procure/install Windows Servers, provide file sharing data areas with managed quotas and backups, provide a shared network printer infrastructure, manage/design/install/maintain Microsoft server Hyper-V virtual servers for instruction, finance, website, and wireless operation, monitor, debug, and repair servers, work with server vendors to manage warranties and extensions
- Security--Ensure compliance to expected antivirus state standards/tools, design, install, and maintain building specific surveillance systems, create best practice instructions to minimize cyber attacks, implement district wide backup procedures and recover processes, restrict finance server access to personnel financial information using third party SSL certificates, provide Virtual Private Network software and credentials Users—Debug/repair end user computer issues, provide software instruction, aid with data backup and restore processes
- Procurement--Identify best use components and comparison shop, create purchase orders, monitor, deliver, and install items, manage the electronic purchase order system software (Microsoft Access dB)
- Personnel Management--Manage technicians activities on a daily basis, ensure end user needs are being met timely and courteously
- Vendors--Make trades and select best vendors for critical infrastructure, maintain ready contact with key vendors for critical failures, work with vendor technical support remotely to debug/fix/upgrade
- Technology Management--Assist the Chief Information Officer in recommending policy, E-rate procurement items and evaluations, manpower requirements for the tech department, and communicating technology plans and initiatives
- Other—Debug, maintain classroom intelligent boards/projector/sound systems, debug and manage the internal cable TV system, internal voice-over-IP phone systems, support automated workstation energy saving initiatives and manage communications to the CCMS/CCHS electronic sign

MINIMUM QUALIFICATIONS

Education: A minimum of 5 years of hands on experience in the implementation and management of Windows Active Directory users and computers and Ethernet/Wireless network infrastructure. An associate degree in computer science or engineering with a BS preferred. CompTIA A+ certification or network certification is desired. The employee must be able to safely lift 50 pounds and work comfortably from a 12 foot step ladder and an extension ladder.

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

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