

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Executive Director of Technology
QUALIFICATIONS:	Knowledgeable of local and wide-area network technology and operations; Knowledgeable about selection, installation and proper use of computer software and hardware; Degreed and/or certification, Novell or related experience
REPORTS TO:	Deputy Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Maintain, upgrade and service all local area networks in the district's instructional sites.
2. Maintain, upgrade and service all local area networks that support electronic mail. This includes identification and testing of problem areas and finding solutions for hardware and software problems related to network management.
3. Recommend and purchase technical equipment to meet district needs.
4. Develop and recommend technology policies for the district.
5. Supervise the maintenance of the district technology asset inventory and maintenance/support agreements.
6. Supervise, evaluate and delegate work for the technical staff.
7. Supervise the district integrated web site.
8. Provide technical support for appropriate software applications for clerical and instructional staff.
9. Attend training and professional meetings to maintain a high level of technical skill and advances in the field.
10. Attend board meetings upon request.
11. Develop the district technology plan with related budgets.
12. Develop planning and training for district personnel on instructional and administrative software.
13. Develop the district plans for computer wiring, networking for all existing and new construction.
14. Complete E-rate applications.
15. Purchase and/or lease district digital imaging equipment.
16. Install, maintain, upgrade and service district telephone system.
17. Maintain adequate data backups of all district wide server related data and provide disaster recovery.
18. Evaluate, maintain and service all uninterruptible power supplies devices.
19. Install, maintain, upgrade and service district Anti-virus System.
20. Maintain, upgrade and service district Internet connection that includes the security Firewall and district security policy.
21. Monitor network status on a 24-hour basis through various monitoring software applications. Notification of network outages and server errors are reported via text messages to Director of Technology.
22. Plan and chair the District Technology Committee and Executive Technology Committee meetings.
23. Prepare all board agenda items relevant to related technology purchases and policies.
24. Maintains confidentiality.
25. Abides by all district, state and federal laws, policies and procedures.
26. Perform other duties as may be assigned by the Superintendent or Deputy Superintendent.

TERMS OF EMPLOYMENT:

Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.

EVALUATION:

Performance of this job will be evaluated annually by the Deputy Superintendent.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.

Ability to lift up to 20 pounds frequently.

Ability to do outside duties in inclement weather.

Ability to walk or move long distances from location to location around the building multiple times each day.

Adopted: 11-10-03

Revised: 10-09-06

Revised: 12-08-08

Revised: 12-8-14