



Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, reach with hands and arms, and use hands to finger, handle, or feel. The employee will have a minimal amount of lifting up to 50 lbs. (less than 1/3 of the time). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.
Work Environment	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is moderate (examples: business office with computers and printers, light traffic).
REPORTS TO	Executive Director for Support Services

#### GENERAL RESPONSIBILITIES

1. Supervises and manages the Technology Department, overseeing and directing the operations of Administrative, Network, Internet and Network Infrastructure divisions.
2. Supervises and manages Technology Analysis functions including long-range plan development, budget development and management, and new technology exploration.
3. Supervises the operation and maintenance of the District's ERP application, currently "The Educational Resource Management System" (TERMS) and supporting hardware and software systems.
4. Supervises and manages the operation and maintenance of District local and wide-area networks, to include all administrative and computers, servers, network operations, instructional and administrative software and all associated hardware and software.
5. Supervises and manages the operations of the District's Internet systems ensuring the implementation of secure internet-based instruction applications and internet access.
6. In coordination with the Director of Instructional Technology, develops and maintains, with annual updates, the District Five-Year Technology Plan.

7. Organizes and/or facilitates the organization of appropriate user and interest groups to assist in formulation of plans, policies, and strategies.
8. Develops, maintains, and executes School Board policies related to technology, management information systems, communications, and data processing.

#### SPECIFIC RESPONSIBILITIES

1. Develops and plans the future growth of District technology systems.
2. Manages the effective implementation of the District's Technology Budget to ensure that all students receive the most technology rich education possible.
3. Plans and oversees the implementation of Technology Projects which will enrich student education, help provide teachers the best tools for educating students, improve administrator access to information, increase efficiency of processes, and reduce long-term costs.
4. Ensures that there is no single point of failure in the district network continually looks to improve, optimize and add resiliency to the network.
5. Continually determines areas for improvement in the District network and plans projects for improvement.
6. Determines the most efficient and economical plan for hardware and software upgrades to accomplish the required goal and provide the best technology experience for students and staff.
7. Acts as a mentor to interns, student workers, and volunteers working in the Technology department.
8. Ensures timely hardware and software additions as required to maintain adequate capabilities and allow for growth.
9. In coordination with supported directors and departments, and in particular with the Director of Instructional Technology, develops and maintains the Five-Year Technology Plan and Budget, to include long-range strategies and priorities.
10. Plans and directs the District communications program, to include management of data and Voice over IP, and Video over IP systems.
11. Provides administrative and technical direction for all District management information, technology, communications, and data processing systems.
12. Provides administrative and technical direction for all District management information, technology, communications, and data processing systems.
13. Organizes or facilitates the organization of District committees, user groups, and support groups to assist in the development of plans and establishment of priorities.

14. Evaluates educational, management, and administrative operating systems and makes recommendations regarding design and implementation of those systems.
15. Maintains knowledge of the requirements of Florida Statutes regarding management information systems, technology, communications, and data processing.
16. Plans for and directs the upgrades of District technology, communications, and enterprise resource planning systems. Incorporates upgrades in the Five-Year Technology Plan and Budget.
17. Recommends, administers, and manages contracted personnel and agencies engaged in support of technology, networks, servers, data processing, and communications systems.
18. Plans and directs the maintenance of all PC's, printers, networks, servers, microcomputers, and other computers and supporting hardware and software.
19. Develops, maintains, and manages the District's Disaster Recovery systems for Technology to assure all critical District network systems and servers are accessible in the event of an emergency or disaster.
20. Plans for and implements District backup and emergency systems. Coordinates with other districts/agencies to assure the availability of backup systems.
21. Directs the implementation of training programs as needed to ensure efficient and effective installation of new or upgraded systems.
22. Provides for the security of PC's, network systems, databases, and District systems.
23. Directs, supervises, and evaluates subordinate personnel in systems design and analysis, programming, technical and user support, computer operations and maintenance, and systems operations and maintenance.
24. Performs other duties as assigned.