

DIRECTOR OF TECHNOLOGY

Qualification

1. Two year degree in business/information systems or two to three years work experience related to relational databases and report writing
2. Knowledge of various computer hardware and software, specifically Microsoft Office and Microsoft Access
3. SQL and Cognos Report Writing, experience preferred
4. Experience with K-12 educational institution preferred
5. Shows careful attention to detail and accuracy in work habits

Reports to:

Superintendent of Schools

Supervise:

Electronic Equipment Technicians and Technician Helpers

Essential Job Function:

Lead District Technology Team and coordinate with Administrative Team to define instructional and business operations technology and related professional development.
As Chief Information Officer, supervise staff to assure accurate data management and transmittal including but not limited to BEDS, NYS Data extraction, VADIR, etc.

Performance Responsibilities

1. Responsible for developing annual updating and properly executing the District Technology Plan and Disaster Recovery Plan.
2. Assure network security through management of NYRRIC user profiles and passwords.
3. Supervise Erie 1 BOCES Technology Support Staff to assure the coordination of installation, maintenance, repairs, inspections and adjustments to instructional technology, computer hardware and software, audio/visual, telephone administration, and other types of electronic equipment to enhance teaching, learning, and effective district management.
4. Supervise BOCES Technology Support Staff in trouble-shooting repair and/or replacement of equipment and provision of district trouble-shooting/helpdesk operations.
5. Attend Erie 1 Tech Integration meetings; CA BOCES Tech Coordinator forums; District Data Coordinator (CIO) meetings.
6. Coordinate the installation, maintenance repairs, inspections and adjustments to various computer hardware and software, audio/visual, and other types of electronic equipment.
7. Prepare cost estimates and make recommendations as to the feasibility of repairing and/or replacing equipment.
8. Provides input for Technology budgets and monitors specific budgets as assigned.
9. Research, design and make recommendations regarding Information Technology Systems.

10. Coordinate the installation and set-up video, satellites, computers, audio-visual and other electronic equipment needed by the staff and teaching personnel of BOCES and the component school districts.
11. Confer with supervisors and school officials to assist in planning technology related work activities.
12. Supervise and/or assign work to student interns, technician helpers, electronic equipment technicians, and other occasional staff as may be assigned to the department.
13. Recommend hardware and software for improving and upgrading current systems and make evaluations and recommendations for future hardware needs.
14. Assist in training and instruction on the proper use of various electronic equipment and use of software packages.
15. Develop preventative maintenance schedules for various electronic equipment and hardware.
16. Provide administrative coverage in buildings as needed.
17. Perform functions not specifically included above but which will enhance the efficiency and effectiveness of the instructional program assigned by the Superintendent of Schools.
18. Oversee Finance Manager; various software licenses for classroom use.
19. Supervise PARCC readiness tool (CBT rollout).
20. Provide oversight for district website, provide oversight for Power School (SMS) support and identify and ensure training for users.
21. Review suspicious and illicit activity reports-network use.
22. Performs other duties as assigned by the Superintendent.

Performance Knowledge, Skills, Abilities and Personal Characteristics

1. Thorough knowledge of installation, operation, maintenance and repair of a wide variety of audio visual, computer hardware and/or software, satellites, websites, and other electronic equipment.
2. Good written and oral communication skills.
3. Research products and equipment.
4. Ability to give clear written and oral instructions and to make work assignments.
5. Ability to prepare reports and maintain records.
6. Dependable and organized.
7. Requires ability to work with little or no supervision.

Terms of Employment: 12 month position

Evaluation: Performance is evaluated by the Superintendent of Schools

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties