GOAL: To create a stable, reliable, student-centered technology environment.

POSITION SUMMARY:
The Director of Information Technology is a hands-on position that requires administrative experience, in-depth technical knowledge, and excellent troubleshooting skills to maintain the district’s network, applications, and regulatory requirements. This position is responsible for all things technology. The Director of Technology works with all levels of the company from end-user support to inter-departmental planning and reporting to the superintendent, and is a member of the leadership team.

REPORTS TO: Superintendent

SALARY: $80,000-$91,000 DOE

QUALIFICATIONS/REQUIREMENTS:
- A bachelor’s degree in computer science, or engineering with a minimum of five (5) years of IT experience.
- Professional certifications in Microsoft’s Certified Professional program preferred
- Five (5) years of related management experience and successful experience in Alaska school district(s) preferred
- Possess good interpersonal and customer service skills to establish and maintain effective working relationships with co-workers, other employees, outside vendors, contractors, and the public
- Must be able to work efficiently without supervision to meet deadlines and balance multiple tasks
- Detail oriented and able to complete duties accurately under pressure, while attending to multiple tasks simultaneously
- Have demonstrated ability to be punctual and reliable in attendance

ESSENTIAL FUNCTIONS:
The essential functions/responsibilities of the position include but are not limited to the following:
- Manage, maintain, and troubleshoot around 2000 accounts and computers
- Operation, maintenance and additions to IT systems and underlying network architecture
- Preparation and implementation of the IT departmental operation, maintenance, and budgets
- Preparation and updating of technology update and refresh plans
- Maintenance of all software licenses associated with IT operations
- Design, maintenance and testing of data resilience and business continuity plans
- Design, maintenance, and testing of data breach response plans
- Oversee daily operations and maintain reliability of the hardwired and wireless network
- Security (both physical and electronic) of the servers, workstations, and computer network
- Firewall and network administration
- Administration and support of data networks
- Analyze IT infrastructure to assess performance and determine a schedule of when assets need to be upgraded or replaced
- Overall safety of the Information Technology Department
- Manage technology department employees
- Evaluate, deploy, and manage various third-party software solutions
- Work with vendors and contractors to maintain specialty software and hardware
SECONDARY FUNCTIONS:
Secondary functions of this position include but are not limited to the following:

- Training of all departmental staff
- Assist all computer users with computer related problems
- Manage and maintain VOIP telephone system
- Manage and maintain video surveillance system

KNOWLEDGE AND EXPERIENCE:

- Microsoft Active Directory, Microsoft 365 and Azure AD
- Microsoft Exchange server
- Enterprise networking concepts: WAN/LAN, VPN, Layer 2 and Layer 3 device configuration, monitoring and troubleshooting
- Enterprise networking and Wireless systems management
- Enterprise firewall management
- VOIP telephony
- Strong scripting skills

PHYSICAL REQUIREMENTS:

- Requires prolonged exposure to visual display terminal
- Requires use of keyboard and mouse
- Required to be accessible after hours to return to work for emergencies
- Occasionally required to either stand or sit for prolonged periods
- Occasionally requires the use of ladders
- Occasionally requires lifting up to fifty pounds using proper safety precautions
- The ability to drive to multiple locations is required

WORK ENVIRONMENT:

At the Sitka School District, we maintain a drug-free workplace with a commitment to safety and job satisfaction. All employees must comply with company policies, including the Drug and Alcohol Policy. The position is an exempt salaried position. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. The Sitka School District is an equal opportunity employer. Native Americans are encouraged to apply.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I have received a copy of this job description:

Employee_________________________________________ Date____________________

Approval_________________________________________ Superintendent