



Mancos School District
Staff Job Description

Title: IT Director	FLSA Status: Exempt
Reports To: Superintendent	Pay Range: refer to salary schedule
Prepared/Revised Date: June 2023	Work Year: 12 months

SUMMARY:

The IT Director will provide leadership and assume management responsibility for the direction, coordination, integration and implementation of technology across all school district buildings and departments. The IT Director will be responsible for planning, purchasing, installing and maintaining physical technology systems of the District in a condition of excellence enabling full educational use of technology at all times in compliance with local, state, and federal regulations and requirements. This is a hands-on position with responsibilities that range from strategic and long range planning and implementation of system-wide technology solutions, to providing one-on-one, and group training and support.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	% of time
1. Management and service of all technology systems, infrastructure and equipment district wide	D	25%
2. Manage procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the district's technology objectives.	D	25%
3. Provide technical expertise to ensure district systems function as required	D	6%
4. Provide technical expertise for adequate planning to ensure future needs can be reasonably anticipated and budgeted for	D	6%
5. Provide professional development in technology for district faculty and staff	Q	5%
6. Serve as a technical advisor to the superintendent and Board of Education as needed	M	5%
7. Provide required maintenance and repair for all district technology equipment	D	6%
8. Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and others consistent with district operating guidelines and regulations.	D	6%
9. Serve as district liaison for technology communication to agencies, vendors or technical providers necessary for the on-going functionality of the district infrastructure, server and internet	D	6%
10. Other responsibilities that evolve as the technology department is developed and unanticipated technology needs of the district transpire	D	5%
11. Attends various events (e.g. meetings, conferences, training sessions, Board of	As needed	



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Education meetings, administrator events) for the purpose of communicating and/or gathering information required to perform the functions of the job		
12. Communicates technology related activities in a timely manner to all stakeholders.	D	4%
13. Perform other duties as assigned.	D	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in a field appropriate for this position (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology or other equivalent disciplines), preferred
- Minimum 5 years experience in the development, installation and maintenance of information systems
- Strong understanding and experience setting up, configuring, and managing network components. Not limited to managed switches, manage multiple vlans on the network, manage an enterprise wireless network with multiple AP's, manage network operating systems.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Advanced computer troubleshooting, analysis, critical thinking and problem solving skills
- Highly organized with strong project management skills, and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
- Ability to learn multiple programs and systems
- Ability to manage multiple tasks with frequent interruptions, occasionally in urgent situations
- Ability to manage multiple priorities
- Ability to communicate, interact and work effectively and cooperatively
- Knowledge of network administration
- Proven ability to negotiate and work with vendors and consultants
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Must pass various pre-employment background screenings; required at entry

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Intermediate operating knowledge of and experience with personal computers, servers, peripherals, Windows, Microsoft Office and Google applications
- Working knowledge of data processing equipment, systems and techniques
- Operating knowledge of and experience with typical office equipment
- Student Information Systems

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: IT Director
- Direct Reports: IT Support Person



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BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget		x		
Administer a Budget		x		
Monitor a Budget		x		
Coordinate a Budget		x		
Initiate a Requisition		x		

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				x
Walk				x
Sit				x
Use hands to finger, handle or feel				x

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl			x	
Talk				x
Hear				x
Taste		x		
Smell		x		

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	



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Up to 25 pounds			x	
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds	x			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy				x
Coordinate				x
Instruct			x	
Compute			x	
Synthesize			x	
Evaluate				x
Use Interpersonal Skills				x
Compile			x	
Negotiate				x

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			



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Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	x
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	x
Loud	
Very loud	

OTHER INFORMATION:

- Work on-call and after hours
- Occasional prolonged and irregular hours

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.

The signatures below indicate the job description has been reviewed by the employee with the supervisor.



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Employee Name (print)

Employee Signature

Date

Supervisor Name (print)

Supervisor Signature

Date