

Stafford Municipal School District  
JOB DESCRIPTION

**JOB TITLE:** DIRECTOR OF TECHNOLOGY

**REPORTS TO:** Business Manager

**DEPT./SCHOOL:** Central Administration

**Primary Purpose:**

Direct and manage a continual, uninterrupted technology operation throughout the district in support of the mission of District.

**Qualifications:**

**Education**

Bachelors Degree in education, engineering, computer science, business or related field required  
Masters Degree preferred

**Special Knowledge and Skills**

Demonstrate ability to analyze technology problems and select an efficient corrective action  
Proficient in maintaining local area networks, virtual local area networks, and wide area networks  
Proficient in sever installation, configuration, troubleshooting, migration, testing, and maintenance  
Ability to interpret policies, procedures and data  
Certification on Windows Operating Systems preferred  
Knowledge of Microsoft Exchange, NEC PBX, and Windows Server 2003/2008 is preferred  
Knowledge of Cisco firewall, routers, switches, VPN, and fiber connections required  
Strong organization, communication, motivational and interpersonal skills

**Experience**

Three years supervisory experience preferred  
Experience in maintaining and supporting network systems required  
Experience in technological applications in an education environment preferred

**Major Responsibilities and Duties:**

1. Provide leadership and technical expertise in the development and implementation of a comprehensive District technology plan.
2. Align the goals of the technology plan to the District Improvement Plan.
3. Supervise technology integration into all support and curriculum areas.
4. Maintain network systems and communications systems; support Cisco routers and application databases; and oversee telephone and out-dialer systems.
5. Keep the Business Manager and the Assistant Superintendent of Curriculum, Instruction and Assessment informed on the technology affairs of the District.
6. Ensure District information is safe and secure by managing the e-mail server and archive solutions, firewall, web filter, anti-virus solutions, and file permissions on servers.
7. Manage District applications and databases (on both servers and desktops), domain controllers and active directory environment.
8. Collaborate with vendors and faculty to effectively implement technology into the classroom.
9. Oversee an efficient work order process.
10. Develop and implement a routine maintenance schedule for cleaning equipment, imaging computers, etc.

11. Recommend and coordinate hardware and configuration as well as modifications to assure adherence to manufacturer guidelines, policies established by federal and state law, and local board policy in the area of technology.
12. Observe and report equipment performance deficiencies, coordinate equipment repairs, and suggest alternate hardware devices.
13. Manage and actively oversee audio and visual equipment in Board Room while serving as a liaison between the City of Stafford and Houston Community College Southwest.
14. Prepare and monitor hardware maintenance schedules and procedures; provide the Business Manager an updated three year replacement schedule on an annual basis.
15. Ensure that system back-up procedures are successfully and regularly performed according to a predetermined schedule including enterprise-wide software (i.e., RSCCC).
16. Develop a system for the accurate control and inventory of District assets and licensing.
17. Develop a system to identify and dispose of surplus or obsolete equipment.
18. Prepare a monthly update to the Board of Trustees.
19. Work with PEIMS Coordinator in submitting PEIMS data to TEA.
20. Collaborate with Assistant Superintendent of Curriculum, Instruction and Assessment on potential E-rate funding.
21. Pursue and manage grants related to technology.
22. Demonstrate responsible fiscal control over assigned program budgets.
23. Initiate requisitions for the purchase of district-wide technology.
24. Develop a program of preventative safety and wellness for employees.
25. Assist in the planning and development of data closets, electrical closets, and other facilities related to technology.
26. Supervise the administration of the District's website.
27. Attend professional growth activities to keep abreast of innovative best practices in the area of technology.
28. Create cross-training opportunities, staff development, knowledge sharing, and new organizational structures needed to support technological advances and initiatives.
29. Develop, implement, and coordinate technology staff development, in-service activities, and training of District personnel.
30. Participate in the District's Instructional Leadership Team (ILT).
31. Perform all other duties as assigned.

**Personnel Supervision**

32. Set clear organizational direction with performance accountability.
33. Assign work to technicians and oversee completion.
34. Recruit and supervise technology personnel as needed and make recommendations about personnel retention, discipline, and dismissal.
35. Train new personnel in the use of specific computer hardware and software, servers, network appliances, and various applications.
36. Aid in evaluating employee job performance to assure effectiveness.

**Working Conditions**

**Mental Demands**

- Ability to communicate effectively (oral and written)
- Conduct and direct multiple tasks
- Maintain emotional control under high stress conditions

**Physical Demands - Environmental Factors**

- Occasional local travel
- Occasional prolonged and irregular hours
- Prolonger use of computers
- Performs a variety of physical movements such as standing, walking, bending, and twisting

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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.

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by HR \_\_\_\_\_ Date \_\_\_\_\_

Received by Employee \_\_\_\_\_ Date \_\_\_\_\_