



Longview Independent School District

JOB DESCRIPTION

DIRECTOR OF TECHNICAL SERVICES

JOB TITLE:	Director of Technology	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Chief Financial Officer	TERMS:	226 Days
DEPARTMENT:	Technology	PAY GRADE:	Administrative 5

PRIMARY PURPOSE:

Under general direction of Assistant Superintendent for Business/Finance, completes a variety of managerial functions in planning, organizing, structuring, and budgeting for technology; broad latitude is afforded in decision-making

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from an accredited college or university

Special Knowledge and Skills:

- Knowledge of Texas school operations
- Knowledge of Texas requirements for and funding of district technology
- Advanced knowledge of the design and implementation of data networks
- Advanced knowledge of the design and implementation of voice networks
- Advanced knowledge of network and computer operating systems
- Advanced knowledge of the software and of application development
- Strong organizational, communication, and interpersonal skills
- Ability to interpret policy, procedures, and data

Minimum Experience:

Three years experience in supervision and management of a technical systems department for a large organization

MAJOR RESPONSIBILITIES AND DUTIES:

1. Develop and implement the strategy and plans for the development, deployment and utilization of technology to support the mission and strategic objectives of the school district
2. Plan, manage, and direct the activities and human, physical, and fiscal resources of the technology department



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Manage computer systems design, programming, testing, and implementation of development and maintenance projects, providing both management and instructional systems support
4. Manage database administration, including data planning, analysis, modeling, documentation, and the mapping of database designs to comply with state and local reporting requirements and strategic plans
5. Design and manage the operation of the district phone and video network, ensuring reliable interschool, public network, and emergency communications
6. Design and implement data security plans established to ensure compliance with local, state and federal regulations regarding data security and confidentiality and to protect other legal interests of the district
7. Participate in software product selection for the user community; propose budgets for annual and multi-year development projects; and participate in the preparation of bid requests for software acquisitions and external resources
8. Provide technical direction to project development; resolve design and programming problems and authorize changes; supervise the maintenance of existing applications programs
9. Give presentations to user groups on systems projects; respond to inquiries regarding status and feasibility of projects; attend meetings and conferences as required
10. Review and approve request for additional technology services and determine the impact on current and planned resources
11. Manage personnel and resources to provide users with responsive and cost effective information systems
12. Coordinate the preparation and approval of resources plans and budgets in support of district objectives
13. Develop controls and monitor techniques to ensure the service-oriented attitude of the division
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

- 16. Maintain confidentiality in the conduct of district business
- 17. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
- 18. Demonstrate regular and prompt attendance
- 19. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); ability to attend to detail; maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to lift 25 to 50 lbs.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED DATE: AUG., 2020