

POSITION: Technology Director

LOCATION: Bangor High School

QUALIFICATIONS:

1. Educational experience and a strong background in the use and management of technology systems.
2. Working knowledge and demonstrated experience with wired and wireless network systems, including the configuration of managed network switches, Ethernet wiring, wiring closet patch panel management, fiber optic networks, wireless access points and firewalls.
3. Experience with network server operations including Windows Server OS, Linux, SQL, and data backup systems.
4. Thorough knowledge of the Windows operating systems, Macintosh OSX, and Apple IOS.
5. Experience with Active Directory, Group Policy Objects, print server management and operating system maintenance in a multi-platform environment.
6. Familiarity with system design and implementation in a database environment.
7. Experience with managed switch VLAN configuration and TCP/IP subnet routing.
8. Background in and strong appreciation for desktop, network and data security, anti-malware procedures, firewall configuration and security practices in a multi-platform, networked and personal computing environment.
9. Capability to plan strategically for ongoing maintenance, system upgrades, educational integration and the expansion of systems that support the use of technology in an educational setting.
10. Advanced skill in communicating effectively with administrators, teachers, staff, and students about technology issues and providing respectful technical support to users with a wide range of technology skills.
11. Proven capacity to effectively lead and manage a staff of workers in a dynamic data management and technical support environment.
12. Knowledge of technology purchasing procedures and the capability to maintain productive relationships with vendors, suppliers, consultants, and technical support services.
13. Commitment to licensing compliance, asset management, and inventory control.
14. Experience administering the following systems: Google Apps for Education Suite, enterprise antivirus solutions, DeepFreeze desktop protection, web filtering and unified threat management systems.
15. Experience monitoring and troubleshooting IT systems issues and coordinating responses and problem remediation.
16. Experience with project management methodologies, and effective handling of a variety of priorities and time lines and attention to detail and accuracy.

PHYSICAL

QUALIFICATIONS:

1. Visual acuity to include color, depth perception & field of vision with/without correction.
2. Sufficient auditory function to hear phones, pager, instrument and/or system alarms.
3. Ability to communicate verbally with others - including phone equipment.
4. Manual dexterity in the operation of a computer.
5. Ability to sit or stand for prolonged periods of time.
6. Ability to complete repetitive motions—including bending, stooping, reaching,



& walking.

7. Moderate lifting – up to 50 pounds occasionally, with regular lifting of 10-20 pounds.

REPORTS TO: Assistant Superintendent of Schools

WORK YEAR: Twelve-month position

COMPENSATION: As specified in Policy GDB-10

JOB GOAL: The Technology Director manages the overall Information Technology (IT) framework for the Bangor School Department. Components of the framework include IT procedures and practices, procurement strategies, deployment, and maintenance of the IT infrastructure encompassing supervision of the school department IT support team.

PERFORMANCE RESPONSIBILITIES:

1. As head of the IT department, the Director confers with school administrators, teachers, office and maintenance staff to plan strategically for future IT developments and coordinates the implementation of technology initiatives, system upgrades, and maintenance with the overall goals of assuring systems integration and aligning IT capabilities with the organizational and educational objectives of the school department.
 2. As the leader of the internal IT team, the Director supervises team members and is responsible for managing and maintaining the day-to-day operations of the IT infrastructure. Working closely with the database management staff, technicians, classroom integrators, and technical consultants, the Director prioritizes system needs, establishes work roles, and allocates tasks. A strong teamwork ethic is emphasized with a high level of respect for the users of IT systems in the school department. The Director oversees help-desk support responses and user training.
 3. The Director engages with vendors, suppliers, software and hardware technical support services, and external consultants to specify and purchase IT assets, ensure the productive operation of the IT infrastructure, and manage warranty programs. The Director maintains working relationships with the Maine Learning Technology Initiative program and the Maine School and Library Network.
 4. The Director is responsible for maintaining up-to-date documentation of the IT system infrastructure, practices and policies, software licensing compliance, system hardware and software inventories. The Director promotes best practices and compliance with regulations relating to data security, the Child Internet Protection Act, and the school department's acceptable use policy for computers and the Internet.
 5. Monitors network operations and performance. Track trends in IT systems use. Develop needs assessments and plans for future expansion, resource development, and disaster recovery.
 6. Oversees the ordering, receiving, configuration, and deployment of new and re-purposed computer hardware.
 7. Administers the day-to-day operation of the Windows server environment supporting the school department networked applications, IT services, security components, data backup routines and student information systems.
 8. Establishes configuration specifications for computers and other IT hardware and software for various use cases in the school department.
 9. Generates purchase requests for technology purchases. Manages vendor choice by pricing, specifications, and bids. Works with vendors to coordinate ordering, delivery, configuration, and setup of hardware and software products.
 10. Manages the web content filtering systems in compliance with school department policies and the federal regulations in the Children's Internet Protection Act.
 11. Oversees network and system data security strategies and responses to security issues.
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12. Oversees the maintenance and operation of the IT physical plant, fiber demarcations, wiring cabinets and closets, the server room and the configuration of network switches and connection to Internet service provider.
13. Investigates and applies for education technology grant opportunities that align with the Bangor School Department goals.
14. Performs other duties or projects as assigned by the Assistant Superintendent of Schools or designee.

ADOPTED: July 27, 2011
REVISED: October 24, 2017
REVIEWED: October 11, 2018

