

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

Position: DIRECTOR OF INFORMATION TECHNOLOGY  
Supervisor: Superintendent

**GENERAL JOB DESCRIPTION:** Manages the information technology department in accordance with district policies and goals. The Director will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Test and recommend software and hardware for school district use and to ensure programs and hardware meet the needs of the system's users.
2. Provide technical support to ensure the technical functioning of reporting to PED.
3. Provide technical training to staff (i.e. website, Word, Excel, etc.)
4. Prepare and submit required data and reports to appropriate local, state and federal agencies.
5. Establish administrative data records retention schedule, storage procedures, and disaster recovery procedures.
6. Assist schools and departments in program implementation of existing and new administrative software and hardware systems.
7. Seek and administer local, state and federal grants and funding to support the information systems of the district.
8. Assist in managing the parent notification system.
9. Assist in managing the student information system.
10. Manage district website including training of staff on creation of individual web pages.
11. Manage district e-rate application.
12. Assist Information Technology Technicians in their duties.
13. Manage district telecommunications system.

### ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Lead and direct others in the Information Technology Department
2. Work cooperatively with colleagues and administrators.
3. Demonstrate ethical behavior.
4. Engage in self-development.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Project over-all concern for personal appearance as it relates to job performance.
8. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
9. Work in a safe manner with personal safety and the safety of others as the number one priority.
10. Participate in the Information Technology Department requirements, which include attendance at district and state technical support meetings.
11. Support such other tasks as deemed appropriate and necessary by the Superintendent and/or superintendent's designee.

### QUALIFICATIONS:

1. Certificate, license, or other legal credential required: None
  - a. A+, N+, NCP, MCT, and/or MCITP Certification a plus.
2. Degree/experience required and area of major study:
  - a. Bachelors Degree, preferably in computer science, information science, or management information systems, and 3 or more years experience designing, deploying, and managing networks, or;
  - b. 5 or more years of experience designing, deploying, and managing networks.
3. Knowledge of school operations.
4. Possess a valid New Mexico driver's license appropriate for operating vehicles.
5. Has knowledge of commonly-used concepts, practices, and procedures within the computer field.

**PHYSICAL REQUIREMENTS:**

1. Physical ability to do manual work for 7 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum (50 pounds) occasionally.
3. Lifting from mid-thigh to shoulder maximum (20 pounds) occasionally. Lifting from shoulder to overhead (10 pounds) occasionally, carrying (30 pounds) maximum occasionally.
4. Lifting from mid-thigh to shoulder maximum (20 pounds) occasionally. Lifting from shoulder to overhead (10 pounds) occasionally, carrying (30 pounds) maximum occasionally.

**SAFETY AND HEALTH:**

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

**EQUIPMENT/MATERIAL HANDLED:**

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.
2. Knowledge of proper use of any equipment necessary for safety.
3. Follow all safety precautions in dealing with equipment/material.

**WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be, self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

**TERMS OF EMPLOYMENT:**

1. FLSA exempt employee
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_