Flour Bluff Independent School District Job Description

JOB TITLE: Director of Technology Operations

WAGE/HOUR STATUS: Exempt
NUMBER OF DAYS: 240
REPORTS TO: Associate Superintendent for Curriculum and Instruction
DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Implement and maintain district network resources inclusive of network devices, computers, printers, support utilities, and end-user applications, to provide administrative offices and classrooms with required functionality.

QUALIFICATIONS:

Education Required:

- Bachelor's degree in a related field or experience can be substituted.

Education Preferred:

- Master's degree in a related field.

Experience Required:

- Three years working with network servers, printers, and workstations at the capacity of installation, maintenance, and troubleshooting.

Experience Preferred:

- Five years working with network servers, printers, and workstations at the capacity of installation, maintenance, and troubleshooting.

Personal Qualifications:

- Knowledge of network design and implementation.
- Knowledge of network server operating systems.
- Knowledge of desktop computer operating systems and application.
- Knowledge of systems integration.
- Strong organizational, communication, and interpersonal skills.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Supervises and manages network servers using Unix and Windows.
2. Supervises and manages net devices such as routers, switches, and hubs.
3. Supervises and manages desktop workstation operating systems.
4. Supervises and manages the technologies for transporting voice, video, and data within the same network infrastructure.
5. Supervises and manages the existing fiber or twisted pair cable plant as needed.
6. Supervises and manages desktop applications for end-users districtwide.
7. Supervises and manages all hardware associated with network resources.
8. Supervises and manages network utilization, abuse, bottlenecks, and failures.
9. Supervises and manages district's E-rate program, including vendor evolution, implantation, and receiving of funds.
10. Manages technology employees' time and projects.
11. Prepares and prioritizes projects.
12. Reviews yearly maintenance projects.
13. Plans for future direction and growth. Meets with vendors to help grow in a specific direction.
14. Responds to user requests entered in the Help Desk database.
15. Provides guidance to the faculty and staff in the effective use of technology, including individual training and staff development activities.
16. Provides technical assistance to faculty and staff for use of technology equipment including computer hardware and software, network use, and user problems in business, administrative and instructional areas.

ROLE 1:   PROGRAM MANAGEMENT

17. Provides staff development in the use of instructional, business and administration technology.
18. Assists in integrating technology into business, administrative and existing instructional curriculum.

19. Provides guidance in the selection of technology equipment and materials used within instructional programs.
20. Assists with the bidding process, purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment and materials.
21. Articulates the district's mission and goals in the area of technology to the community and solicits support in realizing the mission.
22. Solicits information on technology needs from campus and district administration.
23. Is responsible for coordinating a long-range technology plan for the district and for individual campuses with campus and district administration.
24. Supports TEKS-Based curriculum and instruction through planning and implementation of appropriate hardware and software in coordination with campus and district administration.
25. Disseminates information regarding current research and significant developments in computer education at the state and national level.

ROLE 2:   POLICY, REPORTS, LAW

26. Recommends district standards and specifications for hardware and software use.
27. Assists in the development of policies and procedures regarding technology issues.
28. Compiles, maintains, and files all reports, records, and other documents required.
29. Complies with policies established by federal and state law, State Board of Education rule, and local board policy in the area of technology.
30. Maintains a positive and effective relationship with supervisors.
31. Complies with all district and local campus policies and regulations.
32. Effectively communicates with colleagues.

ROLE 3:   TECHNICAL SUPPORT

33. Assists with the bidding process, purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment and materials.
34. Serves as liaison to outside vendors that provide support for technology equipment and materials.
35. Assesses and responds to needs related to job responsibilities.
36. Oversees the installation, maintenance and repairs of all computer hardware and software throughout the district.
37. Develops and coordinates a continuing evaluation of the technology program, reports findings to district administration and implements approved changes based on the findings.
38. Develops and implements a computer information disaster recovery plan.

ROLE 4:   PERSONNEL MANAGEMENT

39. Assists in the recruitment and selection of personnel and makes sound recommendations relative to placement, assignment, discipline, and dismissal.

40. Evaluates the performance of technology department personnel to ensure effectiveness.
41. Coordinates with district technologists to assist in meeting the technology needs of the campuses.
42. Develops training options and improvement plans for technology personnel to ensure best operation of programs.
43. Fosters a professional and supportive relationship with technology personnel and faculty staff.

ROLE 5:   PROFESSIONAL GROWTH and DEVELOPMENT

44. Develops needed professional skills appropriate to job assignment.
45. Demonstrates behavior that is professional, ethical, and responsible.

ROLE 6:   BUDGET AND INVENTORY

46. Reports to district administration and administers the technology budget to ensure that the technology program is cost effective, and funds are managed prudently.
47. Compiles budget and cost estimates.
48. Coordinates the selection of technology equipment and software; maintains an inventory database of all instructional software in the district.
49. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:
Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers and peripherals.

Posture:
Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting.

Motion:
Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders.

Lifting:
Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over).

Environment:
Work is performed in an office environment and occasional districtwide travel.

Mental Demands:

Work with frequent interruptions; emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.