

## **Chief Technology Officer Job Description** **Shelby Eastern Schools**

**Title:** Technology Director

**Salary:** Commensurate with experience

**Reports to:** Superintendent

### **Qualifications:**

- Bachelor's Degree in Computer Science, Information Systems, Information Technology or similar or a combination of work experience and technical certifications/coursework
- Five to seven years of network and server related experience
- Industry leading certifications (CompTIA, Microsoft, Cisco, VMWare, etc)
- Experience with and VoIP phone systems
- Experience with server virtualization (VMWare, Hyper-V)
- Experience with configuration and troubleshooting of wireless networks
- Microsoft Server 2012, 2016 and 2019 experience a must. Various Linux distributions experience nice to have
- Solid networking knowledge, (Cisco routing and switching, firewalls, VPN)
- Scripting experience preferred
- Experience with Google Apps
- Educational experience a plus (1:1 Chromebooks, PowerSchool, state testing, etc.)
- Demonstrated experience working with confidential and time-sensitive matters
- Demonstrated strong written and oral communication skills
- Demonstrated organizational skills, with attention to detail
- Demonstrated strong leadership skills

### **Functions and Responsibilities:**

- Provide vision and direction for technology department
- Manage and monitor all installed systems and infrastructure
- Install, configure, test and maintain server operating systems, application software and system management tools
- Proactively ensure the highest levels of systems and infrastructure availability
- Write and maintain custom scripts to increase system efficiency and automation to lower human intervention time on tasks
- Provide 3rd level support for building Technology Assistants and Systems Engineer as needed
- Supervise, evaluate, and hire other technology department staff
- Configuration, troubleshooting and maintenance of Aruba wireless network
- Configuration, troubleshooting and maintenance of 3CX phone system
- Configuration, troubleshooting and maintenance of Smoothwall Firewall/Content Filter
- Configuration, troubleshooting and maintenance of VMWare cluster, including hypervisors and SAN
- Configuration, troubleshooting and maintenance of Brivo access control system
- Work with other technology staff to manage and maintain building wiring closets, including cleanliness, labeling and cable management

- Work with other technology staff to ensure equipment inventory is updated and accurate
- Work with technology staff to maintain optimal network performance and security
- Promote a positive and professional image of the department and District at all times
- Cooperate and coordinate with other members of the district as needed
- Work outside of normal business hours will be necessary at times
- Attend School Board meetings and provide reports to stakeholders as needed
- Work alongside other corporation and building level administrators
- Oversee ECA robotics and eSports programs
- Oversee Student Technician and Broadcasting courses.
- Develop departmental budgets
- Order supplies and equipment and work with partnered vendors
- Submit annual state technology plans
- Ensure district level CIPA compliance
- Work with eRate consultants and maintain accurate eRate funding records
- District website management
- Perform other related duties as may be requested by the Superintendent