

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

**POSITION TITLE: ASSISTANT DIRECTOR OF INFORMATION SERVICES**

**SUPERVISOR:** Director of Information Services

**PAYMENT RATE:** Established by Board of Education

**QUALIFICATIONS:**

1. High School diploma or equivalent (Microsoft training a plus).
2. Knowledge of company supported network platforms Windows desktop and Windows Server operating systems.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

**ESSENTIAL FUNCTIONS:**

1. Assist the Director of Information Services with all technical and administrative tasks as assigned for the purpose of maintaining continuity in the absence of the Director of Information Services.
2. Configure and deploy Windows Server, Active Directory, Virus Protection, and Data at Rest Protection
3. Install, manage and maintain the district's Windows virtual servers.
4. Perform backup and restore procedures for the district's Windows virtual servers
5. Maintain Windows Active Directory and Group Policy
6. Perform system monitoring of all hardware, server resources, systems, and key processes
7. Verify completion of scheduled jobs such as backups
8. Periodically deploy/patch software to employee devices
9. Investigate and troubleshoot IT issues
10. Ensure security, performance, and analyze diagnostics on all IT assets
11. Repair and recover from hardware or software failures
12. Create and maintain server documentation, procedures, and diagrams
13. Implement best practices while growing and learning about the latest technologies
14. Consult with users and evaluate requirements, recommend designs and layouts, provide cost analyses, plan short, medium, and long range projects, and coordinate tasks for installation of technologies for the purpose of providing secure, cost effective information systems tailored to the users' needs.
15. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.
16. Help setup, support, and maintain all network protocols for the purpose of making sure all the information systems communicate correctly.
17. Analyze and resolve technical problems for established technologies for the purpose of keeping maximum up-time.

18. Help plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.
19. Provide network documentation, training, and guidance to computing system clients and programmers for the purpose of keeping the staff informed and trained on current systems.
20. Serve as technical specialist in technical problems, issues, and emergencies for the purpose of providing leadership during unscheduled downtime.
21. Conduct technical research on technology upgrades and components to determine feasibility, cost, time required, and compatibility with current systems to maintain upgraded and working information systems.
22. Help establish user profiles, user environments, directories, and security for networks being installed to allow users the proper access to the network resources.
23. Work as a team member with other technical staff, to ensure connectivity and compatibility between systems for the purpose of providing maximum up-time for the network.
24. Work with vendors to resolve complex network problems for the purpose of networking with other information technology professionals.
25. Help maintain confidentiality with regard to the information being processed, stored, or accessed by the network for the purpose of ensuring data is secure.
26. Document network problems and resolutions for future reference for the purpose of ensuring that repeat problems can be avoided.
27. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
28. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must be able to work independently without continuous supervision.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 03/23/2009