USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION


POSITION TITLE: **DIRECTOR OF INFORMATION SERVICES**

SUPERVISOR: Superintendent

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:
1. High School diploma or equivalent (Microsoft training preferred).
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. Provide consultation to district administrators and teachers on planning and implementing curriculum with technology integrated for the purpose of having everyone working fluently and efficiently.
2. 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.
3. 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.
4. 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.
5. Develop and conduct an efficient and effective software selection process to maintain the most usable software for the district.
6. Institute setup, support, and maintain procedures for all network protocols to ensure that all the information systems communicate correctly.
7. Work with the districts' grant writer to establish alternative funding for technology when applicable to ensure the proper funding is available.
8. Act as the district's technology liaison to the community to make sure that everyone is given the proper information.
9. 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.
10. Document network problems and resolutions for future reference for the purpose of avoiding repeat problems.

11. Help maintain confidentiality with regard to the information being processed, stored, or accessed by the network for the purpose of ensuring security.
12. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.
13. 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.
14. 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:   10/19/2009