Adams12 Five Star Schools

Job Title:	**Academic Computing Services Executive Director**	Job Code:	**090532**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt A**
Pay Program:	**Administrative**	Pay Range:	**L05**
Prepared/Revised Date:	**July 2015**	Work Year:	**12 months**

SUMMARY: Responsible for the success of all of the computing hardware, networking infrastructure, and related services in the Information Technology (IT) department. This includes, but is not limited to classroom technologies, office computers, wide area and local area networks, telecom infrastructure, wireless networks, audiovisual equipment, and datacenters. Responsible for guest access to non-district mobile devices, as well as security of all devices, systems and data. Ensures that the strategy and direction relative to education technology is implemented in a highly collaborative and transparent manner. Provides management, direction and leadership to all IT staff that help architect, operate and maintain such technologies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Actively supports the academic mission of the district, and the specific goals and objectives of academic leaders relative to education technology and its use in classroom settings. Partners with academic leaders, building leaders and educators to help advance the Instructional Technology agenda of digital literacy, blended learning, flipped classrooms, etc. from a technology standpoint. Collaborates with diverse stakeholders in Adams 12 community around developing an ongoing vision, as well as an operational and legal framework in which expanded access to academically-focused online content and education technologies is provided, while upholding the laws of the land.	D	15%
2. Directs the work of LAN Analysts / Systems Administrators in the field and Enterprise and Wide Area Network Teams. Provides a structure and guidance for IT staff to keep up with evolving technology standards, policies and best practices in IT operations, while keeping legal and operational risk at manageable levels. Creates a growth path for all staff through internally developed efforts such as peer-to-peer mentoring and cross-training, while also incentivizing staff to engage in vendor training and accredited continuing education programs.	D	15%
3. Guides strong, customer-centric work of the Hardware Project Manager and other lead staff in technology implementation projects. Ensures that all projects are managed using project management best practices and checklists, while ensuring the inclusion of strong testing and contingency plans, and while producing high quality network and system documentation. All projects must feature superior customer and department communication at all stages of the project lifecycle, while ensuring that staff have access to appropriate knowledge, training and support necessary in order to achieve success.	D	15%
4. Ensures a maximum uptime (as close to 99.999% as possible) of all IT infrastructure in the district, including but not limited to the datacenters, voice and data networks (including LAN/WAN, telecom and wireless), classroom technologies, office computers, and mobile devices. Manages and staffs all datacenter and field operations, off-hours troubleshooting and scheduling of resources, communication and response during system outages. Responsible for the evolution and implementation of disaster recovery plan and business continuity for all IT infrastructure.	D	15%
5. Evaluates and manages vendor relationships, staff skill-sets, technology configurations and project portfolios to diversify risk and maximize organizational effectiveness. Models, supports and leads continuous improvement of technology skills, customer service, and support processes, while drawing inspiration from public and private sector organizations that have implemented industry best practices including frameworks and standards such as ITIL, ISO 9000, Six Sigma, etc.	D	10%
6. Actively maintains a culture of a shared leadership model with key leaders in staff, while retaining full responsibility over the success of the hardware and network side of IT	D	10%

operations, creating a situation everyone knows what they need to achieve in order to be considered successful, while supporting them in their growth. Provides autonomy to lead technical experts and architects while holding them accountable for overall success of their subsystems.		
7. Empowers end-users and stakeholders in new ways to access and manage resources (hardware, software and processes) on their own, while ensuring that overall system integrity is maintained. Creates a collaborative environment for hardware and network staff, workgroups in IT and other departments to achieve success on joint initiatives and projects.	W	5%
8. In partnership with Adams 12 stakeholders continually assesses the district-wide need to replace hardware, services and vendors, while providing an updated budget that accurately estimates IT spending with 12 month detailed breakdowns and 60-72 month projections. Follows district purchasing guidelines and best practices, and utilizes multi-vendor RFP purchasing processes. Provides a business case for new technology investments based on strong input from customers and community stakeholders, with multiple alternatives or comparisons in ways that makes it easy for district leadership to make effective technology investment decisions	M	10%
9. Acts as a backup to CITO on senior staff, as well as at board meetings, particularly representing the hardware and network side of IT operations. Actively develops relationships with senior staff, learning about key initiatives and projects, and ensuring that communication with senior staff is prompt, constant and action-oriented.	W	4%
10. Perform other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in business, education or information technology, or related disciplines required. Four (4) additional years of similar and relevant experience may be substituted for this requirement.
- Master's degree in related disciplines is preferred.
- Minimum five (5) years' experience in information technology management.
- Minimum five (5) years in academic leadership or educational technology leadership.
- Minimum ten (10) years of experience in information technology.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Currently holds or at one time held certifications such as MCITP (Microsoft Certified IT Professional), MCSA (Microsoft Certified System Administrator), or CCNA (Cisco Certified Network Administrator)
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Experience with, or deep exposure to the world of educators, including aspects such teaching, curriculum development, and/or faculty management
- Demonstrated history of advanced customer service, communication and interpersonal skills.
- Advanced knowledge of data and voice networks, telecommunication infrastructure, enterprise networks and server technologies.
- Advanced knowledge of industry best practices relative to IT management including methodologies, frameworks and standards such as ITIL, ISO 9000, Six Sigma, etc.
- Advanced expertise in IT Project Management and enterprise technology implementation.
- Ability to promote and follow Board of Education policies, Superintendent Policies, School and Department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Datacenter equipment, District networks, PC and Server Hardware, Microsoft Office applications, Internet browsers, mobile devices and general office equipment.
- Specialized project management, diagramming and network software.

- General diagnostic and performance software for voice and data networks.
- Test/diagnostic equipment; network hardware and software sniffers; cable test and injectors; and electronic and network hardware meters.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Information Technology Officer	060301

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Network Administrator, Senior	1	090527
	Enterprise Systems Engineer, Senior	1	040505
	Principal Systems Architect	1	130901
	Systems Engineer, Senior	2	090517
	Systems Engineer, Journey	4	090516
	Systems Engineer, Entry	4	090515
	Technical Support Analyst, Sr.	1	1454
	Electronics Engineering Technologist	1	031006

- Supervisory responsibilities include hiring, disciplining, directing work, assigning work, training, evaluating employees and assisting with terminations.

BUDGET AND/OR RESOURCE RESPONSIBILITY:
- Participate in and provide recommendations regarding developing and administering the department budget and initiating requisitions.
- Responsibilities also include authorizing resources in department budgets, approving purchases and resources in budgets, and evaluating and providing input with other managers regarding large district information technology budgets.
- Responsible for developing and managing hardware/infrastructure side of the IT budget for the entire district.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate				

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation		X		
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	