

PLEASE POST

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ALTON COMMUNITY UNIT SCHOOL DISTRICT #11

Alton, Illinois

TO: All Staff Members  
FROM: Wendy Adams, Director of Human Resources  
DATE: October 10, 2018  
SUBJECT: Vacancy

THE FOLLOWING NON-CERTIFICATED POSITION IS NOW BID:

**Director of Technology and Data Services – 11 months - EXEMPT**

**QUALIFICATIONS:**

**Education:** Associates Degree in Computer Networking or related field with A+ Certification is required, Bachelor's degree and additional certifications preferred.

**Experience:** Minimum of 5 years experience working with Windows servers and workstations. Must have the ability to maintain and troubleshoot network hardware, software and peripherals as well as computer problems. Minimum of two years supervisory experience is preferred. Experience with Chromebooks, Google Apps for Education, Skyward, and E-Rate is preferred.

**RESPONSIBILITIES:**

- Provide Leadership and management for Technology Department, including hiring, training, and evaluation.
- Oversee daily support of district-owned IT equipment: Chromebooks, Laptops, Desktops, Copiers, Printers, Servers, VOIP phone system, Projectors, and Misc. AV/Multimedia equipment.
- Supervise and maintain all district network (WAN, MAN, LAN) equipment, including L2/L3 Switches, Wireless Access Points, Point-to-point VPN, SIP Circuits, and Firewalls to ensure reliable service and required levels of security and compliance.
- Represent Technology Department on Superintendent's District Administration team.
- Develop and implement organizational technology standards, systems, and vision.
- Serve as IT Project Manager and Network/Server Systems Architect.
- Coordinate and supervise all contractors and vendor relationships.
- Complete annual applications for and verify adherence to the USAC E-Rate Schools and Libraries program for discounted on Telecommunications services and infrastructure.
- Working with Finance Director, manage district technology budget and all IT purchasing decisions.
- Write IT project RFPs, receive bids/quotes for projects, hire and supervise successful bidders.
- Represent the district in Information Technology matters with other entities such as the US Department of Education, Illinois State Board of Education, LTC5, Lewis & Clark Community College, other School Districts, and other pertinent entities

- Supervise the configuration, operation and maintenance of the Skyward Student Information System, Cafeteria Point of Sale System, and Financial Information System.
- With the instructional technologists, evaluate and supervise the evaluation of new technology hardware and software for potential use by the district
- Specify, manage, troubleshoot, and supervise the configuration, operation and maintenance of all telephone systems in all district facilities
- With the Director of Maintenance, specify, manage, troubleshoot, and supervise the configuration, operation and maintenance of Video Surveillance Systems in all district facilities
- Attend regular meetings of the Board of Education and special meetings as required for technology support
- Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools or designee

**PLEASE NOTE:**

- Applicants must submit a resume show evidence of compliance with listed qualifications.
- Interested persons shall apply to the Human Resources Office in writing and all bids must be received no later than **4:00 p.m. Tuesday, October 16, 2018.**

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