CLEVELAND SCHOOL DISTRICT
POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF TECHNOLOGY SERVICES

REPORTS TO: DEPUTY SUPERINTENDENT

QUALIFICATIONS:

1. Bachelor's degree preferred

2. Knowledge of company supported network platforms Windows desktop and Windows Server operating systems.

3. Minimum five (5) years of experience in technology

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. Develops and coordinates the implementation of the district's technology plan.

4. 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.

5. 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.

6. Develop and conduct an efficient and effective software selection process to maintain the most usable software for the district.

7. Institute setup, support, and maintain procedures for all network protocols to ensure that all the information systems communicate correctly.

8. Work with the districts' grant writer to establish alternative funding for technology when applicable to ensure the proper funding is available.

9. Act as the district's technology liaison to the community to make sure that everyone is given the proper information.

10. Responsible for the federal E-Rate program for the district.

11. 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.

12. Document network problems and resolutions for future reference for the purpose of avoiding repeat problems.

13. Oversee the planning, development, implementation, and scheduling of technology training that will facilitate successful technology integration in the classroom.

14. Assists with student data collection and data entry, grading and reporting, and import/export of student data.

15. Actively assists with blocking students from restricted internet sites and the hacking of technology devices by one student to another.

16. Facilitates meetings with committees to implement the district's technology plan.

17. Help maintain confidentiality regarding the information being processed, stored, or accessed by the network for the purpose of ensuring security.

18. Maintains and accounts for a permanent inventory of equipment.

19. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.

20. Attend administrative staff meetings

21. Attend board meetings

22. Performs necessary operational tests to assure that all components of systems are working within prescribed tolerances.

23. 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.

24. 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:
 Salary and work schedule established by the Board of Trustees

PERFORMANCE REVIEW:
Performance effectiveness evaluated in accordance with Mississippi Statutes and Board of Education Policy.

APPROVED: 05/12/2025