

Eunice Public Schools Job Description

Position: Director of IT Services

Supervisor: Superintendent

General Job Description: The IT Services goals are to provide strategic direction to ensure the stability of the school's. IT infrastructure including but not limited to Database, Application, Server and Network Administration, Security, Management, Server and Client platform, and Telecommunications.

Qualifications

1. Knowledge of local and wide-area network technology and operations.
2. Knowledge of electronic repairs, computer systems, network and software applications.
3. Knowledge about selection, installation and proper use of computer software and hardware.

Essential Duties and Responsibilities

1. Responsible for the activities of IT Services including data administration, security management, telecommunications and client platform. This involves: risk management efforts, identifying appropriate resources needed and developing schedules to ensure timely completion of projects and repairs.
2. Provides technical support for appropriate software applications for all staff.
3. Attends board meetings upon request.
4. Creates and maintains all network user accounts for the district. This includes faculty, staff and students.
5. Maintains confidentiality.
6. Abides by all district policies and state and federal laws.
7. Provide thought leadership in IT strategy, operations, cost-optimization, innovation and efficiency improvement.
8. Provide detailed guidance to multi-functional teams through project planning and other large collaboration efforts that encourage an environment of open

communication and problem solving.

9. Develop long-term vision of technologies and solutions. In collaboration with administration in the planning and implementation of technology roadmaps. Assists the team in researching solutions, solicits input from outside industry experts and recommends solutions to meet school and business requirements.
10. Responsible for decisions and final recommendations, often-affecting more than one building, or the entire organization.
11. Commutate with administrators involving prioritization of projects and resources.
12. Responsible for technical support for a complex environment which includes but not limited to:
 13. Maintain Windows, Mac, and IOS environments.
 14. Perform Desktop OS installs, support and administrations
 15. Perform Server OS installs, support and administrations
 16. Perform Email Server OS installs, support and administrations
 17. Perform Applications installs, support and Administrations
 18. Maintain Database Administration – SQL (Visions), Nexus (Jmac)
 19. Schedule Backups and archiving
 20. Maintain Network infrastructure – Ethernet and Fiber
 21. Maintain Network equipment - installs, support and administrations
 22. Maintain Video surveillance Administration – (Video-insight system)
 23. Maintain Security Administration – (Mesh system), (ASSA Keys)
 24. Telecommunication Administration - PA (Telcor-system), Phones, PBX administration (Mitel), VOIP
 25. Equipment installs, support and Administrations – Projectors, Apple TV, IOS devices, Printer, Copiers
 26. Perform other duties as assigned by supervisor.