

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Director of Information Technology

**Supervisor:** Assistant Superintendent for  
**Business and Operations**  
**FLSA Status:** Exempt **Employee Group:** Administrative

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#### Qualifications:

1. Bachelor's Degree in Computer Science or equivalent experience required.
2. Minimum of three years' experience designing, configuring and integrating all aspects of technology and networking environments including: computer and server maintenance, networking and routing hardware, and network diagnostic and management tools.
3. Ability to communicate effectively with persons of varying technological expertise.
4. Ability to be on call at all times to provide any assistance at times necessary to manage an emergency technology situation.
5. Excellent problem solving skills involving databases, networking equipment and software.

#### Terms of Employment:

- Twelve (12) Month Contract
- Twenty (20) Vacation Days

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Implement and maintain all District technology initiatives in collaboration with Assistant Superintendent for Business and Operations and Director of Accountability and School Improvement.
2. Supervise, direct and evaluate Information Technology (IT) Development, Operations and Support Staff.
3. Facilitate the District Technology Integration Plan and ensure that technology implementation adheres to the intent and design of the plan.
4. Maintain compliance with license agreements and guard against the introduction of illegal pirated software.
5. Ensure IT assets meet student and staff needs in accordance with the District Long Range Plan and State standards and legal requirements (including Internet).
6. Maintain supplies inventory for repair and maintenance of District hardware and software.
7. Oversee all District system backups and ensure data recovery.
8. Oversee the development, integration and support of the District's networking infrastructure.
9. Initiate and maintain contact with outside computer support organizations and vendors.

10. Keep current with best practices and requirements as they relate to your job assignment.
11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.