



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: Director of Technology

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: Directs, manages, supervises, and plans the activities and operations of the Information and Technologies Department to ensure that technology supports the overall mission and vision of the district to improve student achievement. Directs and oversees the design, configuration, installation and repair/maintenance of network systems, subsystems, and servers. Directs and oversees the planning, coordination, integration, and control of all voice, video, and multimedia technologies used throughout the district.

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. The frequency and percentage of time of duties may vary based on building or department assignment.

- Direct and supervise the planning, coordination, implementation, procurement, installation, operation, and maintenance of the district's Local Area Networks (LANs) and Wide Area Network (WAN) and district's hardware and software technical support needs.
- Direct and supervise the design of computer networks (e.g. internet, web mail, FTP servers, etc.) for the purpose of ensuring effective and efficient operating systems.
- Oversee the maintenance of network operations and software applications (e.g. servers, (file, print, application, WEB, database, proxy, etc.), operating systems, district-wide server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.
- Directs department personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Oversee the installation of network (client and server) software on a variety of platforms for the purpose of upgrading and maintaining District WAN/LAN and telecommunications systems.
- Recommend policies, procedures, and/or actions for the purpose of providing direction for meeting the district's goals and objectives for technology.
- Perform personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and ensuring department outcomes are achieved.
- Develop and maintain the district capital replacement plan related to technology; evaluates, recommends, and coordinates the purchase and implementation of necessary computer hardware and/or software.
- Monitor data security to ensure the integrity and reliability of computerized information systems and protects student and staff data in conformance with state and federal laws and district policy.
- Performs other related duties as assigned or requested.
- Observe all district policies and procedures.

Education and Training: Bachelor's degree from an accredited institution in computer science, business or public information, or another related field.

Experience: At least 7 years of progressive experience in the development and maintenance of computers and network systems; database development, maintenance, and quality control; creating systems for using data for performance improvement; computer technology repair and service; systems programming; user training; budgeting and management of contracts and contractors.

Certificates, Licenses, and Registration: Valid driver's license required. Technology industry certifications where applicable.

Technical Skills, Knowledge, and Abilities:

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical troubleshooting, and organizational skills.
- Advanced knowledge of computer and network related technologies and protocols.
- Advanced knowledge of and demonstrated experience with microcomputers, servers, network administration, routers/switches, structured cable systems and WAN design.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Advanced knowledge of and demonstrated experience with methods of information processing, storage retrieval and networking.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board and District policies, Superintendent policies, and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting.
- 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:

- Microcomputers and general office equipment
- Network hardware and software
- Telecommunications hardware and software
- Structured cable systems
- Microsoft Office application
- Student Information Systems

Supervisory Duties: Supervises the IT Department Staff

Reports to: Executive Director of Human Resources and Executive Director of Finance

Budget and/or Resource Responsibility: Develop and oversee the technology department budget, vendor contracts, service agreements, and direct technology resources.

Candidate Profile:

Education and Certification:	<ul style="list-style-type: none">• High School diploma• Bachelor's degree from an accredited institution in computer science, business or public information, or another related field.
Experience and Skills:	<ul style="list-style-type: none">• Ability to understand and follow oral and written instructions.• Flexible and maintain a positive attitude.

Culture and Fit:

- Work cooperatively with supervisors and coworkers
- Commitment to the mission and values of Montezuma Cortez Re-1
- Desire to work as a member of a dynamic team.
- Openness to feedback and willingness to share ideas.
- Maintains and models high standards of personal and professional integrity and confidentiality

Physical Requirements and 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:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Reach with hands and arms			X	
Use hands to finger, handle or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

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)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Work Environment:	Amount of:			
	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	X		

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



**EVERY STUDENT.
EVERY DAY.**

Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:
www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:
www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.