SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
November 12, 2019

AGENDA

9:00 a.m.   Call to Order/Welcome/Pledge .... Ed daSilva, Chairman

9:02 a.m.   School Configuration .... Janene Fitzpatrick

10:00 a.m. Career, Technical, and Adult Education .... Mary Keen
            Department Update

10:30 a.m. Food Service Department Update .... Lisa Dorris

10:45 a.m. Human Resources Department Update .... Walter Boatright
            (pgs. 2-6)

11:15 a.m. Superintendent Update .... Ted Roush

11:45 p.m. Adjourn

SCHOOL DISTRICT OF SUWANNEE COUNTY
ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY ~~DEPARTMENT~~
JOB DESCRIPTION

QUALIFICATIONS:
(1) High School Diploma or approved equivalency diploma.
(2) Demonstrated successful experience in computer network and server design; network management and administration; structured wiring standards and installation; computer repair; router configuration and maintenance; and e-mail system design and maintenance.
(3) Successful experience in computer programming and managing computer system operations.
(4) Successful experience in database management and operations.
(5) Or other appropriate certificates/licenses required by the District.
(6) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of Windows workstations and servers. Knowledge of current trends, research and best practices related to assignment. Knowledge of federal, state and district rules, regulations and policies as they relate to job functions. Knowledge of system design and the operation of computer systems. Knowledge of the mainframe and its application in meeting District requirements. Knowledge of Local- and Wide-Area Networks. Knowledge of the Florida Department of Education Management Information System requirements. Knowledge of standard languages, coding methods and operations requirements. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate effectively both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others. Ability to troubleshoot problems and implement corrective actions. Ability to work independently and make decisions with minimum supervision.

REPORTS TO:
Director, Information Technology Department

JOB GOAL
To assist the Director of the Information Technology Department with the maintenance, troubleshooting, planning and upgrading of the District technology network and to provide accurate and up-to-date data for any school or administrative request in a timely manner.

SUPERVISES:

N/A

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Assistant Director, of Information Technology Department   (Continued)

PERFORMANCE RESPONSIBILITIES:

<u>Service Delivery</u>
* (1)   Direct and oversee the assignment of computer, network, and software user ID's, initial passwords and e-mail accounts.
* (2)   Direct and oversee the management of the District and School websites.
* (3)   Provide recommendations for the selection of instructional technology equipment and software, including tracking of software to ensure compliance with software licensing requirements.
* (4)   Assist with the development of an up-to-date annual and long-range instructional technology plan.
* (5)   Develop accurate and efficient computer programs using appropriate programming technology to assist in the various department requests from schools and District Office.
* (6)   Develop accurate and efficient computer programs using appropriate programming technology to enhance efficiency and growth within the District.
* (7)   Work in various District databases, checking for accuracy and correcting/reporting as appropriate.
* (8)   Work with various contracted vendors to provision automatic rostering/syncing of student and staff information using various database programming methods and District technology systems.
* (9)   Monitor data entry operations at each school for DOE student records requirements.
* (10) Process data for all DOE student surveys including edit errors, validation and exception DOE reports.
* (11) Provide advisory and preparatory assistance for FTE surveys including fees reports.
* (12) Provide advisory and preparatory assistance for vocational final reports and vocational follow-up reports.
* (13) Provide RIVEROAK Technical College with Workforce Development reporting.
* (14) Provide Talented Twenty identification and reporting.
* (15) ~~Administer, maintain, operate, troubleshoot and repair the Wide Area Network and all individual school Local Area Networks.~~
* (16) ~~Administer and monitor the data backup to ensure that all data is recoverable from any equipment failure or disaster resulting in damaged computer equipment.~~
* (17) ~~Diagnose and repair technology equipment at all schools, including computers, printers and other peripheral devices.~~
* (18) ~~Install new hardware, computer systems and peripheral devices as needed on the network or on systems at individual school sites.~~
* (19) ~~Install new infrastructure wiring and equipment, including wiring, drops, patch panels, ports, hubs, routers, switches, bridges, firewalls, UPS and data cabinets.~~
* (20) ~~Install software and software upgrades on the network or on systems at individual sites.~~
* (21) ~~Maintain the network logical addressing and naming standards scheme including assigning new TCP/IP addresses.~~
* (22) ~~Monitor and report network and server capacity and performance data in order to plan system upgrades and avoid performance problems.~~

Assistant Director, of Information Technology Department (Continued)

~~* (23) Implement, maintain and enforce the District Computer Network Security Policies and implementation.~~
~~* (24) Assign computer and network user ID's, initial passwords and e-mail accounts.~~
~~* (25) Maintain and update the District Homepage including links to individual schools.~~
~~* (26) Provide recommendations for the selection of instructional technology equipment and software, including tracking of software to ensure compliance with software licensing requirements.~~
~~* (27) Assist with the development of an up-to-date annual and long-range instructional technology plan.~~
~~* (28) Develop accurate and efficient computer programs using DB2, Easytrieve Plus and Cobol to assist in the various department requests from schools and District office.~~
~~* (29) Work in TSO running programs, checking for accuracy and routing to various site printers.~~
~~* (30) Monitor data entry operations at each school for DOE student records requirements.~~
~~* (31) Process data for all DOE student survey's including edit errors, validation and exception DOE reports.~~
~~* (32) Provide advisory and preparatory assistance for FTE surveys including fees reports.~~
~~* (33) Provide advisory and preparatory assistance for vocational final reports and vocational follow-up reports.~~
~~* (34) Provide advisory and preparatory assistance for financial cost reports.~~
~~* (35) Provide advisory and preparatory assistance for staff reporting requirements.~~
~~* (36) Provide VoTech with Workforce Development reporting.~~
~~* (37) Provide Bright Futures reporting.~~
~~* (38) Develop accurate and efficient computer programs for the District.~~

Inter/Intra-Agency Communication and Delivery

*(15) Respond to inquiries and concerns in a timely manner.
*(16) Keep supervisor informed of potential problems or unusual events.
*(17) Serve on district, state or community councils or committees as required or appropriate.
*(18) Communicate effectively with staff and administrators.
*(19) Serve as the liaison between data processing industry representatives and the District.
*(20) Work closely with District and school staffs to support school improvement initiatives and processes.

Systemic Functions

*(21) Exhibit interpersonal skills to work as an effective team member.
*(22) Follow federal and state as well as School Board policies, rules and regulations.
*(23) Demonstrate support for the School District and its goals and priorities.
*(24) Prepare all required reports and maintain all appropriate records.
*(25) Provide in-service for teachers and other staff on the use of the network and other instructional technology equipment and software.
*(26) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.

Assistant Director, of Information Technology ~~Department~~ (Continued)

*(27) Perform other tasks consistent with the goals and objectives of this position.
*(28) Represent the District in a positive and professional manner.
*(29) Assist in developing the department budget and monitor its implementation as required.
*(30) Supervise the data entry operations at school sites and District offices.

Professional Growth and Development
*(31) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
*(32) Provide in-service activities for data entry personnel as needed.

Leadership and Strategic Orientation
*(33) ~~Follow attendance, punctuality and proper dress rules.~~
*(34) Ensure adherence to good safety standards.
*(35) Maintain confidentiality regarding school and workplace matters.
*(36) Model and maintain high ethical standards.
*(37) Demonstrate initiative in the performance of assigned responsibilities.
*(38) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(39) Provide leadership and direction for assigned areas of responsibility.
*(40) <u>Follow attendance, punctuality and other qualities of an appropriate work ethic.</u>
*(41) <u>Appear before the board as needed.</u>
*(42) Shall assume additional responsibilities as assigned by the Superintendent.

Revised XX/XX/XX

Assistant Director, of Information Technology ~~Department~~   (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

SCSB Approved 1/25/05

Revised XX/XX/XX