



Address:
30 West Pershing Road
Suite 402
Kansas City, MO 64108

Phone:
(816) 241-6200
Fax:
(816) 241-6201
Website:
www.frontierschools.org

Job Description: Assistant Director of Information Technology

SUMMARY:

Position : Assistant Director of Information Technology
Description : Assist Director of Information of Technology to manage all functions of the Information Technology Department. Assist planning, implementing, directing and maintaining the district's applications and use of technology with the instructional curriculum.
Reports to : Superintendent
Department : Information Technology
Job type : Full time
Classification : Exempt
Calendar Type : 11 Month (Calendar 2)

QUALIFICATIONS:

- Bachelor's Degree in a computer-related field.
- A minimum of five years of experience in information technology
- Master's degree in a computer or education related-field is preferred.
- Experience in K-12 school setting preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist Director of Information Technology to perform following duties and responsibilities:

- Monitor, manage, maintain and administer the server environment including; Active Directory, Database, etc.
- Prepare and monitor a disaster recovery, including backups of servers.
- Provide repair and upgrades for hardware, networks and software.
- Install, setup, and maintain appropriate software on servers.
- Responsible for security policy, security operations and security engineering. Security policy includes developing security standards for Frontier Schools Network Infrastructure and its systems. Security operations includes firewall access, monitoring security alerts, incident response, notification and escalation of serious security incidents, manage digital certificates and



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multi-factor authentication. Security engineering includes recommendations for enterprise security solutions, consultation with departments and forensic investigations.

- Investigate network intrusions and other cyber security breaches to determine the cause and extent of the breach
- Support the development and implementation of security-oriented policies, procedures, and operating practices
- Support the continuous planning, development and implementation of a secure global infrastructure designed to protect against all matter of threat to Frontier Schools' resources and data
- Responsible for coordinating the selection and purchase of equipment and support materials needed to reach specified goals.
- Develop and maintain an accurate inventory of all technology equipment.
- Coordinates the design, planning, support, professional development and implementation of technology use in teaching, learning and District curriculum for the purpose of improving student learning in all subject areas.
- Directs program assessments for the purpose of ensuring that technology standards for teachers and students meet program goals and District guidelines.
- Manages a variety of program specific projects and components (e.g. online resources, instructional software, federal projects, district initiatives, etc.) for the purpose of providing guidance and direction needed to ensure project success.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions and/or representing the District to external individuals and/or organizations.
- Direct in-house software development efforts
- Provide assistance in 3rd party software selection and implementation
- Supervise and train employees of Information and Technology Department
- Support campus information technology staff
- Prepare, maintain and keep updated IT procedures and documentation related to our processes and platform operations.
- Direct data integration design, implementation and maintenance efforts
- Coordinate software related issues with other departments
- Manage resources and processes required to design, plan, and support all information products and services.
- Research and evaluate new technologies to be used as enhancements or upgrades to existing server, network, and other IT infrastructure equipment.
- Perform other duties as assigned.



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SKILLS AND ABILITIES:

- Must clearly understand and consistently apply the mission, vision and values of the Frontier Schools to all work situations and tasks.
- Ability to complete tasks in a timely fashion.
- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- Ability to establish and maintain effective working relationships both internal and external to the district.
- Creative and collaborative problem-solving skills.
- Work habits include being reliable, flexible, and punctual, a self-starter.
- Must be organized and self-motivated.
- Ability to analyze data.
- Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Light Work: may require occasional light lifting.
- Nights and weekend activities will be occasionally required.
- Position is in office setting and may involve prolonged work at a desk in one location.
- Unscheduled or urgent support outside of business hours may occur.
- Moderate travel is required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements, physical demands, work conditions and environment listed above are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.