

## Hamilton Public Schools Job Description

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Job Classification:	Assistant Information Technology Director 12 months per year
Reports to/Supervised by:	Information Technology Director

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**Summary:** The Assistant Information Technology (IT) Director's role is to assist in providing vision and leadership for developing and implementing information technology initiatives. The Assistant IT Director serves as the District's Webmaster and will create, maintain and optimize the District's website, as well as support the business educational systems that are consistent with the District's technology plan.

### **Essential Functions:**

1. Assist the Information Technology Director's in providing leadership for short and long-range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others.
2. Forecasts needs, requirements and future direction for technology plan across all schools and District offices.
3. Maintain all websites delegated by the District.
4. Ensure that the sites along with the pages attached to them are in working order.
5. Review each site and mark out the changes required in it.
6. Check the level of security in each site and update it.
7. Make sure that the sites are secured and the user data they may incorporate is also safeguarded.
8. Ensure that the sites are user friendly and easy to navigate, as these factors affect the performance.
9. Possess knowledge about the District requirements and analyze the websites accordingly to bring suitable changes in them.
10. Check the originality of the websites and ensure that the content is not duplicated on other platforms.
11. Execute a regular follow up and assessment of the performance of the sites.
12. Analyze the site layouts and structures, HTML coding, navigation systems, etc., for optimizing the content with a view to receive top search engine rankings and enhance the visibility of the websites.
13. Plan out future modifications for the sites and keep abreast with new technologies and software to develop the online presence and success of the sites.
14. Evaluate District-wide information systems (i.e., student records, accounting records, human resources records, library system, etc.) and related programs.
15. Review specifications, recommendations and implementation for hardware and software and systems installations.
16. Work collaboratively with the other members of the District's central office staff and school building staff to use technology and include technology applications as an integral part of the total instructional program.
17. Interfaces with the technology team, and technology partners to resolve technical problems, ensure stability and maintain availability of technology.
18. Attend appropriate meetings (i.e., conventions, workshops, etc.) on a regular basis to keep abreast of current developments in computer technology and education.

19. Perform technical and creative functions, and partner with essential personnel, in the management of a user-friendly, visually appealing and informative web-based applications, which conveys a positive image of the District.
  20. Ensures the security of certain areas of District websites.
  21. Other duties as assigned by the administration.
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## **QUALIFICATIONS:**

### **Education:**

Bachelor's degree in Computer Science, Management Information Systems, Business or School Administration or related field required. Master's degree in related field preferred.

### **Experience:**

Advanced experience in Computer Science or School Management Information Systems. Advanced experience in public school educational environment preferred. Substantial recent experience in managing complex information technology resources involving highly skilled professional personnel.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete

**Other Skills and Abilities:** Ability to interpret, apply and explain rules, regulations, policies and procedures related to assignment. Ability to communicate both orally and in writing to non-technical staff. Ability to develop effective working relationships with students, staff, and the school community. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

*PHYSICAL DEMANDS: The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to sit, walk, bend, kneel, stoop, crawl, stretch, lift and carry a variety of equipment and objects weighing up to 50 pounds. Specific vision abilities required by this job include close vision and depth perception.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate.

**AN EQUAL OPPORTUNITY EMPLOYER**

