

**Job Title:** IT Director

**Supervisor:** Business Services Director

**Employment Terms:** 12 Months

**Salary Range:** \$89,890 - \$110,090 (Annually)

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Establish and maintain good rapport with students, employees, vendors, contractors, and community including collaboration with and coordination of IT contractors to ensure smooth transition of all West-MEC technology
- Oversees and directs all IT operations in the district
- Meets with leadership to discuss West-MEC IT tactical and strategic plan
- Act as the Chief Information Security Officer which manages, develops, and oversees all data and asset security for the district
- Aligns districts security posture with federal and state agencies guided by NIST, CIS, NCSR with an emphasis of Mitre & ATT&CK standards
- Delivers cybersecurity awareness training and progress for the district
- Conduct need assessments, analyze requirements and recommend the hardware and software to implement the District's integrated wide area network
- Operate network applications, including but not limited to: collaboration, communication, calendaring, student records and achievement data, messaging, and grouping; analog and digital systems, voice, data, and video, hardware, network gear, and associated operating systems and software
- Assist and direct department supervisors in scheduling implementations of hardware and software upgrades and conversions for new and existing programs
- Coordinate the development, evaluation, and maintenance of software and communication/ information processing equipment, setting standards for all West-MEC users
- Synchronize data to and from network applications and associated hardware
- Oversees and coordinates IT staff professional and personal growth
- Develop operating policies for the Information Technology department and district technology usage and processing Personally Identifiable Information
- Working knowledge of Erate, SLD, USAC rules and processes

- Monitors daily and weekly security performances including systems patching
- Other job-related duties as assigned

**Requirements:**

- Associates or Bachelor's degree
- Understand and have significant experience with a variety of software and operating systems
- Understand and have significant experience with a variety of information technology hardware, including but not limited to; handhelds, personal computers, servers, faxes and phones
- Understand and have significant experience with maintaining network applications
- Ability to work well in a school enterprise
- Ability to train and coach on network applications
- Ability to work independently, as a team member, and/ or organize and take a principle role in department projects, tasks, and initiatives
- Effective verbal, written and multimedia communication skills

**Qualifications:**

- Must be able to travel to perform job functions
- Ability to perform work in flexible shifts, including but not limited to; evenings, nights, weekends, and holidays
- Must be able to lift minimum 50 lbs.
- Valid Arizona Driver's License and acceptable driving record
- Must pass a fingerprint clearance and background check

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Until filled

**Start Date:** ASAP

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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