



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director of IT Infrastructure**
Job Family: **Administrative**
Prepared/Revised Date: **October 13, 2025**

FLSA Status: **Exempt**
Pay Range: **A/P Schedule, Grade H**
Job Code: **10326**

SUMMARY: Responsible for directing all aspects of the district's technology infrastructure, systems, and services, including networks, data centers, servers, storage, and cloud platforms. Provide strategic vision, collaborative management, and servant-based leadership to ensure secure, scalable, and innovative IT operations that advance teaching, learning, and district operations. Oversee the design, implementation, and continuous improvement of core infrastructure such as data and voice networks, cybersecurity systems, disaster recovery, backup processes, internet, and remote access. Ensure business continuity through resilient infrastructure and adherence to Service Level Agreements (SLAs). Anticipate emerging technologies and evolving educational needs, guiding the district toward sustainable, future-ready solutions. Work closely with IT leadership and district administrators to align infrastructure initiatives with Poudre School District's mission, long-term strategy, and educational vision.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide guidance, leadership, and mentoring to build technical expertise of assigned staff that supports long-term business needs. Evaluate staff performance to ensure effectiveness and professional growth.
2. Provide strategic leadership and oversight in coordinating cross-departmental technology initiatives, including projects, training, procedures, and administrative guidelines. Direct operational planning and project management to ensure alignment with organizational goals and technology strategy.
3. Lead the strategic design, deployment, and management of network infrastructure, telecommunications, virtualization, servers, databases, storage, and security systems, ensuring optimal performance, reliability, and alignment with organizational goals.
4. Manage the IT Infrastructure budgets, including vendor management and internal procurement processes.
5. Define, implement, manage, and review operational metrics and monitoring/alerting for critical IT services, including overall network performance and system uptime. Prepare reports and analysis for review by the Chief Technology Officer and leadership team.
6. Collaborate with IT and district leadership to develop and maintain a comprehensive cybersecurity program, with a focus on computing resources and data privacy.



7. Plan, collaborate, and coordinate with internal staff members across the district as well as with external vendors, contractors, and organizations to ensure seamless integration of systems and applications in schools, instructional support groups, and operational units.
8. Oversee, research, design, and coordinate development of strategic solutions and multi-year roadmaps to address business and educational needs. Evaluate and recommend systems and technologies. Develop processes and procedures for efficient utilization, security, compliance and operation of technology systems, disaster recovery/business continuity processes and all other IT support services provided.
9. Support the design, implementation and maintenance of the district's communication and audiovisual infrastructure, including phone and voicemail systems, video conferencing, digital signage, building intercoms, public address systems, and other multimedia technologies.
10. Ensure the Infrastructure Team's daily operations and strategic initiatives comply with district and department policies and administrative guidelines.
11. Collaborate with team members to prioritize assigned projects, ensuring the timely delivery of high-quality deliverables that meet requirements. Adhere to established standards and best practices throughout the project lifecycle. Actively contribute to project teams to achieve overall objectives. Adapt to evolving district goals and shifting organizational priorities. Provide ongoing maintenance and post-implementation support to sustain the functionality and success of projects.
12. Consistently update assigned tickets and tasks, recording progress and key details in tracking tools to uphold transparency and accountability. Proactively create and manage tasks in tracking systems as needed to maintain organization, prioritize workloads, and meet deadlines. Actively address issues as they arise, working collaboratively with team members to overcome challenges and achieve project objectives effectively.
13. Utilize strong problem-solving and analytical abilities to identify, troubleshoot, and resolve technical issues. Analyze complex systems, determine root causes, and implement effective solutions to improve performance and efficiency.
14. Communicate effectively by translating technical concepts for non-technical audiences, collaborating across teams, and aligning solutions with business goals.
15. Deliver consistent, quality, user support by providing consultative customer service, resolving issues efficiently, and translating technical concepts into clear, user-friendly solutions.
16. Pursue continuous professional development by staying updated on district technology standards, industry trends, and emerging skills, while embracing challenges and maintaining a growth mindset.
17. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in computer science, computer information systems, engineering or related field
- Master's degree preferred
- More than five years of recent experience in senior level management in IT enterprise operations, customer support, project management, and team leadership, ideally within a multiplatform virtualized server environment with diverse application integrations and related infrastructure
- Equivalent combination of education and experience acceptable



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Proven ability to provide visionary leadership, set goals, and align infrastructure strategy with organizational mission
- Strong communication, collaboration, and relationship-building skills with technical and non-technical stakeholders
- Ability to coach, mentor, and develop high-performing teams and leaders
- Skilled in managing competing priorities, large-scale projects, and cross-departmental initiatives
- Broad understanding of infrastructure domains, including networking, cloud, servers, storage, identity management, and security
- Familiarity with enterprise cloud platforms and infrastructure such as Microsoft 365, Azure, and Google Workspace
- Working knowledge of cybersecurity principles, risk management, and compliance requirements
- Experience with disaster recovery, business continuity, and service resiliency strategies
- Awareness of, and experience implementing, IT service management (ITIL or equivalent frameworks) and best practices in operations
- Ability to establish policies, procedures, and standards that ensure secure, reliable, and scalable infrastructure services
- Experience with vendor and contract management, including evaluating solutions and negotiating agreements
- Financial acumen in budgeting, forecasting, and cost optimization of infrastructure investments
- Commitment to equity, inclusion, and creating a culture of service excellence
- Demonstrate strong oral, written, and English language communication skills
- Possess advanced math, organizational, and time management skills
- Collaborate effectively in a team environment and work with diverse backgrounds
- Prioritize tasks, multi-task, meet deadlines, and apply new technologies as needed
- Write clear, accurate documentation for both end-users and technical audiences
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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:

- Operating knowledge of and experience with various endpoints and peripherals
- Operating knowledge of and experience with Microsoft Office/O365, Google Workspace, ticketing systems, project management and other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Chief Information Technology Officer	
Direct reports:	Systems Administrator I/II	4
	Network Engineer I/II	3
	Database Administrator I/II	1
	IT Field Specialist I/II	4
	IT Asset Manager	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work with 24/7/365 support; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	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	

WORK ENVIRONMENT:	Amount of Time			
	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			



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

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	