



Job Title: Director – Information Technology

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 3

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to provide leadership in identifying, assessing, and managing technology needs that supports the District's vision and mission and to direct, coordinate, supervise, facilitate, or perform all tasks and elements needed to effect comprehensive integration of appropriate technology into every facet of operations.

ESSENTIAL JOB FUNCTIONS

- Contributes to the infusion of educational technology into classrooms, libraries/media centers, and District offices by providing highly motivating, full-time, professional leadership in all areas of technology planning and technology resource management.
- Manages and directs staff in support of all technology applications to help the District meet goals of the strategic plan.
- Supervises or coordinates the skills development of all employees in the operation of technology.
- Builds awareness among employees of available resources and the role of technology in the instructional process.
- Develops and coordinates a broad range of technology-based resources, maximizing the availability and use of these resources.
- Coordinates development, refinement, and execution of the District technology plans, involving all stakeholders and governance committees.
- Collaborates with the Superintendent and District Leadership Team to make informed decisions.
- Collaborates with principals and school staff to make informed decisions.
- Leads District initiatives, collaborating across departments and functional areas that support adoption and implementation of technology in all aspects of school business, including those that improve teaching and learning and promote 21st century skills.
- Ensures the District's internal technological processes and stakeholder services comply with community expectations and applicable laws and regulations for privacy, security, and social responsibility.

- Creates and supports cross-functional teams for needs assessment, decision-making, technology support, professional development, and other aspects of the District technology program.
- Collaborates with principals and department heads to identify and implement innovative solutions to continuously improve all processes.
- Provides leadership in all aspects of technology for the school system.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited institution.
- Educational Leadership certification.
- Five (5) years of related experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization.
- Requires the ability to determine the appropriate level of resources to meet the organization's needs.
- Requires the ability to respond to members of the community or internal peers within the organization.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to determine individual benefit eligibility.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned department/division.
- Requires the ability to determine allocation of budget among departments/divisions.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for word processing and/or accounting purposes.
- Requires the ability to supervise employees developing, installing, or repairing technology systems.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: