



## **TITLE: DIRECTOR OF TECHNOLOGY**

### **SUMMARY:**

Under the supervision of the Executive Director of Operations, the Director of Technology oversees the development, execution, support, and evaluation of a robust and comprehensive information technology (IT) system. Works with senior leadership, departments, and schools to help them effectively utilize the applications of technology within their respective areas of responsibility. In addition, the Director focuses the department on innovation, efficiency and implementation of effective industry leading telecommunication and technology practices that will aid the District in providing the highest quality educational programs, services and the infrastructure to ensure smooth management of the overall operation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for development, implementation, operation, monitoring, and evaluation of the technology program for the District. Provides leadership for short-and long-range planning for all technology initiatives: innovation, vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others.

- Responsible for maintaining technology operations to include systems administration, network management, telecommunications management, system and data security, system and data backup and emergency recovery plans.
- Plans for, establishes, and maintains the District-wide data base systems. Responsible for assuring data integrity and assisting staff in data access and utilization.
- Provides leadership in identifying hardware and software needs and purchases, ensuring that they are consistent with the school system instructional technology plan and state technology guidelines.
- Uses the state and local technology plans to establish standards for the purchase of equipment, software, related media, and supplies for instructional technology integration and management activities according to the local purchasing guidelines. Supervises the system-wide inventory of technology assets.
- Directs the development and delivery of technology training for use of administrative and instructional systems collaboratively with the Curriculum, Instruction and Assessment team.
- Works with all other instructional administrative staff, including school based administrators, to implement and support instructional technology initiatives. Coordinates staff development in technology competencies for District staff at all levels.
- Implements a best-in-class ticketing system for technology related technology needs, repairs, and maintenance. Develops protocols to ensure tickets are completed in a timely manner and accurately.
- Oversees E-Rate program for technology initiatives within the district.
- Serves as first responder to emergency and after hour situations.

- Provides support and technical assistance to the Executive Director of Operations in project management on district improvement projects, pertaining to technology.

#### Planning and Programming:

- Stays abreast of research on the changing nature of the profession, the field of public education and changing national, regional and local trends that may impact program areas.
- Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs.
- Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.
- Develops and implements continuity protocols to minimize disruption of school operations in the event of emergency situations or data loss.

#### Financial Management and Strategic Planning:

- Advises the District leadership on the financial implications of technology programs.
- Administers programs within approved budget parameters including allocation of financial, technology, and staff (FTE) resources.
- Exercises overall leadership for federal, state and private source grants to support technology and telecommunications operations, enhancement, and support activities.

#### Policy Formulation and Guidance:

- Recognizes the need for and formulates policies necessary to implement district information technology management goals and objectives.
- Works within the established system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and managers and the organization.

#### Program Direction and Staff Supervision:

- Oversees organizational management in all assigned areas.
- Assures that functions are effectively structured and work coordination procedures are in place to achieve a high level of integration and synergy across program functions.
- Recruits and assigns staff ensuring that they possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization.
- Assesses, evaluates, coaches, and provides for training and professional development of all staff. Creates communication, collaboration and coordination processes that assure all staff are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support.
- Implement practices that focus on service excellence to all stakeholders.
- Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions.

#### Program Evaluation, Analysis and Feedback:

- Establishes a system of data collection and analysis that provides for continuous improvement of program effectiveness and/or changing needs.
- Oversees security of systems, networks, and enterprise information; facilitates IT security audits or investigations.

#### Representation:

- Maintains collegial relationships with technology administrators outside of the school district. Speaks and acts on behalf of the Superintendent and District when interacting with public and community groups.

- Performs other duties as assigned.

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity work.
- Bachelor's Degree or higher.
- Minimum of five (5) years of technology management and/or leadership experience.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of current technology environments including telecommunications, networks, database administration, programming, media, and desktops.
- Knowledge of GSuite for Education platform and ability to use/learn to use Google Management Console to support 1:1 chromebook to student initiative.
- Strong project management skills and demonstrated ability to plan, organize, and manage programs and projects.
- Experience in the application of technology to instructional practice (may be substituted in part for the five (5) years of technology management and/or leadership experience).
- Strong analytical and problem solving skills.
- Understanding and demonstration of “client-centered” support and services.
- Excellent oral, written, and interpersonal communication skills.
- Ability to work both independently and cooperatively.
- Ability to organize work, set priorities, and meet deadlines.
- Ability to establish effective working relationships at all levels of the organization.
- Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
- Demonstrated supervisory ability.
- Valid state driver's license.

### **DESIRED QUALIFICATIONS**

- Experience in the K-12 instructional application of technology.
- Knowledge and experience in district specific technology equipment, systems, and applications.
- Experience with PowerSchool Student Information System and Tyler Technologies iVisions platform.
- Experience with continuous improvement methodology.
- Experience with computer coding and script writing.

### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Google Suite, Microsoft Word, Excel, PowerPoint and other software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**Reports to:** Executive Director of Operations

**Direct reports:** IT Help Desk Technician

### **PHYSICAL REQUIREMENTS & WORKING ENVIRONMENT:**

### Physical Requirements

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 frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

### 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. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board of Directors policy on the Evaluation of the Memorandum of Understanding for Confidential/Non-Represented Employees.

Information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

### **TERMS OF EMPLOYMENT:**

Salary is commensurate with the Management Salary Schedule as established by the Board of Directors. The Director of Technology shall be a member of the Management, Administrative and Confidential employee group; benefits and work year are in accordance with the MOU for Management Employees, currently 260 - 261 days.

By my signature below, I acknowledge that I have read, understood and accept the terms and conditions of the position of Director of Technology

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Signature

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Date