



Director of Technology

FLSA Status:

Exempt

Qualifications:

Windows and DOS Knowledge
Basic understanding of network switches and routers.

Experience:

Minimum 3 years of experience with Novell Servers which includes installing servers.
Experience with Windows servers.
Experience with ghost imaging.
Experience with Zenworks.
Experience with Access database.

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Salary Range:

K

Reports to

Executive Director of Operations

Terms of Employment

12 months per year, 8 hours per day, with benefits according to board policy.

Purpose Statement

The job of the director of information services is to provide robust, reliable, and secure technology systems and processes that support all work systems, with emphasis on implementing systems to provide timely and accurate information and data for required reporting, strategic planning, and results-oriented decision making and the delivery of personalized opportunities to build college and career readiness for all learners.

Essential Job Functions

- Aligns technology goals and objectives to meet the district vision, mission and values.
- Maintains district progress toward CSIP objectives and implementation of innovation plans.
- Communications goals of the technology department to all stakeholders in the district.
- Acquires and maintains district site licenses for software for the purpose of achieving organizational objectives and ensuring resource efficiencies while complying with established requirements.
- Administers and files all necessary forms for the Erate program for the purpose of implementing and/or maintaining services and programs.
- Assists in the management of technology, activities, and related components as needed and/or assigned for the purpose of achieving organizational objectives and ensuring resource efficiencies while complying with established requirements.
- Assists in the development and implementation of strategic and tactical goals, policies and procedures (e.g. District's Strategic Plan, Technology Plan, etc.) for the purpose of ensuring that District and department objectives are met.
- Collaborates with a wide variety of internal and external groups (e.g. District administration, department heads, vendors, other school system IT professionals, other outside agencies, etc.) for the purpose of implementing program components, understanding emerging technologies, creating long and short term plans, and addressing organizational objectives.

- Compiles a wide variety of information from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring department components.
- Coordinates the integration of technology into the curriculum for the purpose of facilitating the achievement of curriculum objectives.
- Develops methods for expanding information technology support services for classroom instructional programs, administrative, and operations for the purpose of increasing productivity, meeting organizational objectives, and integrating the use and application of information technology into the classroom.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, budgets, request for proposals, presentations, instruction manuals, guides, directories, trainings, forms, etc.) for the purpose of implementing, maintaining and supporting District and department services and/or programs.
- Identifies new and emerging opportunities for the purpose of ensuring that District and department operations are maintained in an efficient and effective manner and meet current and future District objectives.
- Defines and coordinates preparation and implementation guidelines for technology use.
- Leads the development and implementation of the district technology plan, including re-evaluation of all aspects of the plan and maintenance of accurate listings of innovation plans throughout the district.
- Meets with members of the cabinet for strategic planning to ensure technology supports academic programs.
- Attends team meetings to share and discuss the integrated work of instruction and technology.
- Consults with department managers and district administrators to discuss technology program initiatives and changes.
- Support district and building level staff in use of technology-based data tools.
- Ensures accurate two-way gathering and reporting of data to appropriate local, state, and federal departments and agencies.
- Serves as a district MOREnet liaison, including training and administration.
- Maintains current knowledge in data gathering, reporting, and analysis.
- Assists in the development and implementation of the district budget for essential functions.
- Collaborates with members of the academic team to understand budget needs as it relates to technology.
- Develops and coordinates requests for federal and state grants related to technology.
- Participates in evaluation, review, and purchase of hardware and software items for the district.
- Establishes and maintains strategic partnerships with service providers.
- Leads vendor contract negotiations for all new technology hardware, software, and services.
- Develops and implements a life-cycle plan for technology.
- Attends appropriate local, state and national meetings and conferences related to technology.
- Serves as the district's liaison with other school districts and with organizations that promote educational technology.
- Ensures appropriate learning opportunities are provided to stakeholders as needed.
- Visits classrooms using technology to observe instructional use of instructional technology.
- Includes all stakeholders in review of varied technology solutions that will impact their roles in the district.
- Develops program timelines to implement technology solutions.
- Tracks and controls annual operating and capital budgets for technology.
- Ensures technology systems operate in adherence to applicable law, regulation, and policy.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: strategic and tactical planning; operating complex network and information technology equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy and developing technologies (hardware, software, and peripherals); federal and state grants management; K-12 educational system organizations; pertinent codes, policies, regulations and/or laws; statistical analysis; and budgeting/accounting principles.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating effective communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.