



DIRECTOR, TECHNOLOGY

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Information Officer, the position is responsible for providing direction, coordination, and leadership in the development of traditional and emerging media and technologies, in support of curriculum/instruction and administration. The position oversees the development of enterprise standards and technology architecture, technology evaluation and management of strategic vendor and partner relationships.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Direct, analyze and coordinate information and instructional technology planning and functions, to include all phases of systems design, programming, networks, telecommunications, operations, network and data security, disaster preparedness, disaster recovery, quality assurance, and customer support.
- Identify changes in technological trends and interprets their meaning to senior management.
- Manage and monitor work performance of staff including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
- Assist with the development of long-term and short-term plans that reflect the School Board's initiatives and strategic plan.
- Examine techniques in use and determine appropriate changes to affect improvement, reduce costs and enhance efficiency.
- Study, evaluate, and make recommendations regarding new developments in technology.
- Establish and enforce standards for effective implementation and management of all information technology functions.
- Manage the selection, installation, and maintenance of computer and information systems for administrative and instructional computer users.
- Coordinate and administer any form of required professional technology training or assistance for classified, instructional, and administrative staff members.
- Identify opportunities and lead initiatives for re-engineering of business processes and office functions to improve service.
- Develop plans for the utilization and integration of instructional technologies.
- Develop project plans and manage project implementation including development of requirements, requests for proposals, procurement, and overall change process.
- Develop budgetary recommendations for the Information Technology functions for submission to the Chief Information Officer.
- Monitor progress toward fiscal objectives and adjust plan as necessary to reach them.
- Work with program coordinators in the implementation of plans based on identified curriculum and/or instructional needs
- Promote and support communication between the Department of Technology (DOT) and the school division (principals, teachers, and other staff).



- Interact with the City’s Department of Information Technology in all applications.
- Provide professional guidance in the field of instructional technology to local and state agencies
- Serves on teams and committees as requested.
- Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a comprehensive knowledge of communications and information technology systems analysis, design, construction, integration, operation, security, and maintenance. Must have a thorough knowledge of the operation of information systems; methods and practices used in providing required control and security of data and systems; and the principles, practices, and policies of the school division. Must have a knowledge of the principles and practices of process innovation and re-design, project management, contract negotiation, contract management, and customer/vendor relationships. Must have the ability to develop standards and procedures for all aspects of computer systems; establish and maintain effective working relationships with associates, users, and a variety of publics, business representatives, and administrators within and beyond the local school division. Must have the ability to manage projects and make decisions independently; supervise the work of others; assimilate, analyze, and evaluate complex technical issues and make decisions on appropriate courses of action. Must have the ability to develop, present, and defend complex and diversified technology issues, reports, and statistics, orally and in writing; write contracts, reports, policies and procedures, and correspondence. Must possess strong organizational, and program development skills, and possess extensive oral and written communication skills. Must be skilled in identifying opportunities and achieving success through effective deployment of technology, developing strategic and tactical communications and information technology plans.

EDUCATION AND EXPERIENCE

Required:

Master’s Degree in Information Technology Computer Science, Management Information Systems, Business Administration, or similar program.

Five years’ experience in the management of information technology functions.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing and stooping. Work involves moderate exposure to loud noises. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: Rev. 6/18, 7/20
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