Job Title: Director of Technology

Pay Grade: Classified Schedule

Salary: $70,000 (240 Day Contract)

Dept./School: Central Office

Date Revised: 4/22/2021

Primary Purpose:

Direct and manage the information systems and computer services for the district. Ensure efficient and effective access to information and related technology by all campuses and administrative departments.

Qualifications:

Education/Certification:

Minimum education/work experience requirement (Choose one of the following.):

- Bachelor's degree in computer information technology or related area plus 3 years of related job experience
- Associate degree in computer information technology or related area plus five years of related job experience

Special Knowledge/Skills:

Knowledge of computer network, hardware, and software applications
Knowledge of computer applications development and implementation
Ability to manage budget and personnel; coordinate district function
Strong organizational, communication, and interpersonal skills
Ability to implement policy and procedures
Ability to interpret data

Experience:

Three years experience in supervision and management of an information systems department for large organization

Major Responsibilities and Duties:

Technology and Information Management

1.   Assist schools and administrative departments to develop and implement plans to address technology needs, including evaluation of hardware and software and management of information relating to attendance, grade reporting, scheduling, demographic data, and budgetary information.

2.   Develop and implement district standards and specifications for hardware and software use.

3.   Develop and implement a districtwide computer networking plan.

4.   Coordinate support between the education service center and district staff, including programming, application support, and end-user support.

5. Manage, direct, and assign priorities and personnel to major projects to ensure attainment of district and department goals and objectives.

6. Oversee the installation, maintenance, and repair of all computer hardware and software throughout the district.

7. Ensure the timely and accurate reporting of SIS/ Cycle reporting.

8. Assist with the implementation of staff development in the area of information management and technology; make presentations as needed.

9. Develop and implement a disaster recovery plan.

10. Develop and coordinate a continuing evaluation of information and technology services and implement changes based on the findings.

Policy, Reports, and Law

11. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of information management and technology.

12. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Budget and Inventory

13. Administer the information services and technology budget and ensure that programs are cost-effective and funds are managed wisely.

14. Compile budget and cost estimates based upon documented program needs.

15. Participate in contract negotiations for computer hardware, software, maintenance, and related services.

16. Coordinate the purchase of all computer hardware, software, and supplies; initiate purchase orders and bids in accordance with budgetary limitations and district policies.

17. Approve and forward department invoices and purchase orders to the accounting department.

18. Recommend the disposal and replacement of obsolete equipment when necessary.

Personnel Management

19. Prepare, review, and revise job descriptions in the technology department.

20. Develop training options and improvement plans to ensure exemplary operations in the information services and technology area.

21. Evaluate job performance of employees to ensure effectiveness.

22. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, transfer, retention, and dismissal.

Other

23.   Attend professional growth activities to keep abreast of innovations in information management and technology services.

Supervisory Responsibilities:

Supervise and evaluate the performance of programmer/analyst, network administrator and desktop technician(s).

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Frequent district wide travel and occasional statewide travel, lifting and climbing ladders; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ _____
                       Superintendent   Date

              _____

Employee Signature:

                                                                                              Date

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