

MANDAREE SCHOOL IT DIRECTOR JOB DESCRIPTION

Classification

nonexempt

Salary Grade/Level/Family/Range

Supervisory Schedule

Reports to

Superintendent

Date

Developed: 4/1/2019 Approved: 11/6/2019

JOB DESCRIPTION

Summary/Objective

The director of information technology is responsible for overseeing the organization's full spectrum of technology needs and managing teams or individuals in various technological specialties to accomplish the organization's goals.

Essential Functions

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

1. Provide input to the strategic direction of IT, directly influencing the school direction in new and existing products and systems as well as upcoming integration efforts with new acquisitions.
2. Participate in the development of the education information technology plan, processes and solutions.
3. Coordinate and drive the business relationship with key internal partners and significant external partners.
4. Develop IT school plans and budget plans that support both the long-term and the short-term objectives of the school district.
5. Maintain project controls that accurately reflect completed work against project plans, schedules and budgets, and ensure user/management involvement at appropriate milestones.
6. Direct the development and reporting of performance metrics and direct actions to continuously improve managing the business of IT.
7. Prepare/review budgets for business plans ensuring that maximum value is provided to the company.

8. Operate areas of responsibility within approved budgets and staffing levels. Prepare management reports.
9. Ensure that projects meet student and teacher's educational needs and expectations of quality.
10. Maintain direct communication with superintendent, principals, title I director, and school board.
11. Evaluate external advancements in the IT industry to improve student/teacher satisfaction
12. Perform any and all functions of IT support in the event of vacancies in the IT support position(s).

Competencies

1. Technical Capability.
2. Business Acumen.
3. Strategic Thinking.
4. Student/Teacher Focus.
5. Leadership.
6. Problem Solving/Analysis.
7. Performance Management.

Supervisory Responsibility

This position manages all employees of the department and is responsible for the performance management and hiring of the employees within the department.

Work Environment

This job operates in a semi-casual office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. They must be able to bend, crawl under furniture, and lift up to 50 lbs. occasionally.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5

p.m. This position may require long hours and frequent weekend work. Must attend monthly board meetings.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience

1. One to Two years of experience managing projects with increasing responsibility and demonstrated strong business background.
2. Technical background.

Preferred Education and Experience

1. Bachelor's Degree is preferred. Associate degree is required in relevant field.

Work Authorization/Security Clearance

Will be required to sign a privacy agreement to allow handling of sensitive or private information.

AAP/EEO Statement

Indian Preference is applicable; Mandaree provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Signatures

This job description has been approved by all levels of management:

Superintendent_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____