



# Twin Valley School District

4851 N. Twin Valley Road • Elverson, PA 19520

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## POSTING DATE

July 27, 2021

## ANTICIPATED VACANCY NOTICE

### **Position**

Information Technology Director

### **Effective**

On or About October 16, 2021

### **Education**

Minimum Bachelors or Masters Degree in Technology or Technology-Related Field Previous Work-Related Experience Required  
Supervisory Experience Preferred

### **Salary**

Commensurate with Experience

### **Primary Function**

The essential functions of this job are as follows:

- To use knowledge of digital management and curriculum design to develop and implement a technology strategy that is in line with the adopted District Technology Plan and the vision of the District.
- To assist the Director of Curriculum & Instruction in applying technology strategies to the curriculum scope and sequence for the District.
- To perform the aforementioned responsibilities with a minimum of direction while maintaining a liaison with the Board of School Directors, the community, and the PA Department of Education.

### **Scope of Work**

- Supervise and evaluate Information Technology Department staff.
- Develop and maintain a business strategy for technology in the District.
- Facilitate the development and implementation of the District Technology Plan.
- Develop and maintain the District Information Technology Budget.
- Assist the Director of Curriculum & Instruction and building administrators with infusion of technology into District curriculum.
- Responsible for managing the Information Technology Department as well as District technology policies.
- Remain current on the latest trends and developments in information technology.

### **Job Qualifications**

- Appropriate degree and experience.
- Strong written and verbal communication skills.
- Ability to collaborate in a team environment.
- Knowledge of web-based applications and platforms.
- Knowledge of database technologies, including student information systems.
- Solid general knowledge of networking, virtualization, and cloud technologies, including the ability to incorporate them into the learning environment.
- Knowledge of classroom instructional technology.

### **Deadline for Applying**

August 10, 2021

Apply on PA REAP at [www.pareap.net](http://www.pareap.net)