

EXECUTIVE DIRECTOR OF TECHNOLOGY AND INFORMATION SERVICES

Classification: Non-Licensed Administrator

Location: District Office

Reports to: Assistant Superintendent, Finance & Operations

Employee Group: Executive Exempt

FLSA Status: Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Oversees the development, execution, support, and evaluation of a robust and comprehensive information technology (IT) system. Works with senior leadership, departments, and schools to help them effectively utilize the applications of technology within their respective areas of responsibility. In addition, the Executive Director focuses the department on innovation, efficiency, and implementation of effective 21st century telecommunication and technology practices that will aid the District in providing the highest quality educational programs and services, and the infrastructure to ensure the smooth management of the overall operation. The incumbent acts as advisor to the Assistant Superintendent on matters related to information technology services.

Part II: Supervision and Controls over the Work:

Serves under the broad guidance and administrative supervision of the Assistant Superintendent of Education. Is responsible for results in terms of effectiveness of planning, policies, and programs, and for achievement of District goals and objectives. Work is guided by, and must be in compliance with, federal and state law, operational direction of the Superintendent and Assistant Superintendent, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

1. Program Leadership: Responsible for development, implementation, operation, monitoring, and evaluation of the technology program for the District. Provides leadership for short- and long-range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others. Responsible for maintaining technology operations to include

systems administration, network management, telecommunications management, system and data security, system and data backup and emergency recovery plans. Plans for, establishes, and maintains the District-wide data base systems. Responsible for assuring data integrity and assisting staff in data access and utilization.

Provides leadership in identifying hardware and software needs and purchases, ensuring that they are consistent with the school system instructional technology plan and state technology guidelines. Uses the state and local technology plans to establish standards for the purchase of equipment, software, related media, and supplies for instructional technology integration and management activities according to the local purchasing guidelines. Supervises the system-wide inventory of technology assets.

Directs the development and delivery of technology training for use of administrative and instructional systems.

Works collaboratively with Instructional Executive Team leadership to plan for and integrate technology as an integral part of the instructional program. Works with all other instructional administrative staff, including school based administrators, to implement and support instructional technology initiatives. Coordinates staff development in technology competencies for District staff at all levels.

2. Planning and Programming: Stays abreast of research on the changing nature of the profession, the field of public education and changing national, regional and local trends that may impact program areas. Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.
3. Financial Management and Strategic Planning: Advises the District leadership on the financial implications of technology programs. Administers programs within approved budget parameters including allocation of financial, technology, and staff (FTE) resources. Exercises overall leadership for federal, state and private source grants to support technology and telecommunications operations, enhancement, and support activities.
4. Policy Formulation and Guidance: Recognizes the need for and formulates policies necessary to implement district information technology management goals and objectives and to assure effective implementation and operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and managers and the organization.
5. Program Direction and Staff Supervision: Oversees organizational management in all assigned areas. Assures that functions are effectively structured and work coordination procedures are in place to achieve a high level of integration and synergy across program functions. Approves position structures and operating practices essential to the development and delivering of quality programs and services. Recruits and assigns staff ensuring that they

possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides for training and professional development of all staff. Creates communication, collaboration and coordination processes that assure all staff is timely and effectively informed of department policies, issues, and guidance that their programs are expected to support. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions.

6. Program Evaluation, Analysis and Feedback: Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to District leadership to share the program evaluation results.
7. Representation: Serves as a District designated representative in key national, regional, state and local forums both within and apart from the assigned area of technology. Maintains collegial relationships with technology administrators outside of the school district. Speaks and acts on behalf of the Superintendent and Assistant Superintendent when interacting with public and community groups.
8. Serves as first responder to emergency and after hour situations.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Master's Degree or higher.
3. Minimum of five (5) years of technology management and/or leadership experience.
4. Knowledge of current technology environments including telecommunications, networks, database administration, programming, media, and desktops.
5. Strong project management skills and demonstrated ability to plan, organize, and manage programs and projects.
6. Experience in the application of technology to instructional practice (may be substituted in part for the five (5) years of technology management and/or leadership experience).

7. Strong analytical and problem solving skills.
8. Understanding and demonstration of “client-centered” support and services.
9. Excellent oral, written, and interpersonal communication skills.
10. Ability to work both independently and cooperatively.
11. Ability to organize work, set priorities, and meet deadlines.
12. Ability to establish effective working relationships at all levels of the organization.
13. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
14. Demonstrated supervisory ability.
15. Valid state driver’s license.

Part V: Desired Qualifications:

1. Knowledge and substantive experience in district specific technology equipment, systems, and applications.
2. Experience in the K-12 instructional application of technology.
3. Possess or ability to obtain Oregon administrative license.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than two (2) hours at a time, may lift objects repeatedly, and may undertake repeated motions.