

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

DIRECTOR OF INFORMATION TECHNOLOGY II

POSITION: Director of Information Technology II

REPORTS TO: Assistant Superintendent of Supporting Services

LOCATION: Information Technology Services

NATURE OF WORK:

The Director of Information Technology provides leadership and management for all information technology services and operations. The Director of Information Technology The salary for this position will be based on EASMC salary schedule (#1) for ten-month employees.

The salary for this position will be based on EASMC salary schedule (#1) for ten-month employees. Technology is charged with the implementation of board policy and procedures as they apply to technology. He/she is expected to participate in the formation of district policies and procedures by making appropriate recommendations for improvements and/or additions that enhance the efficiency and effectiveness of the district's information technology services and operations to support the mission of the school system.

The Director of Information Technology provides leadership for all technology and related services that support student learning, administrative processes, community services, and communications. The Director of Information Technology works collaboratively with constituent groups in setting priorities for the deployment of information technology to carry out the instructional and administrative goals and objectives of the school system. This responsibility includes the identification, implementation, and evaluation of systems and services that cross departmental boundaries. The Director of Information Technology also represents the school system in state, regional, and vendor information forums; keeps abreast of technology developments and their appropriate applications within the district; and plans and implements information technology infrastructure upgrades.

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

- Budgets, manages, directs and implements the voice, video, computer, security, and data systems for all schools and offices, including the selection, acquisition, implementation, maintenance, and repair of hardware and software for instructional, financial, and student support systems;
- In cooperation with site personnel and the Assistant Superintendent of Supporting Services, plans the technology base to ensure that students will be informed participants in the Information Age and that they will be able to compete successfully in the global information economy;
- Develops, implements and updates the current 3-year vision and plans for information technology advancement, as contained in *A Framework for Technology*, the school system's technology plan and aligned with the school system's master plan;
- Trains, deploys, and evaluates information technology staff as they provide support to SMCPs employees and the technology equipment they require;
- Works closely with instructional directors to develop and refine data systems required for evolving accountability measures;
- Keeps current with advances in technology and provides leadership in technology planning for the school system, the county, the region, and the state;

- Meets with parents, students, business persons and other school system stakeholders to build consensus on technological implementation and direction;
- Is an active participant on the Superintendent's School Support Team and keeps school system staff informed of issues related to operational and instructional technology;
- Serves on various committees as requested;
- Helps plan the technology services to be offered in new and remodeled schools; and
- Other duties and responsibilities as required.

QUALIFICATIONS:

- At least a Bachelor's degree from an accredited college/university in a technology or technology-related field. A master's degree is preferred.
- A minimum of five years of experience and progressive responsibility in the design and management of information technology.
- Advanced study or equivalent experience with information systems, with a focus on education or school institution applications preferred.
- Demonstrated experience in the evaluation, selection, and implementation of systems, including hardware, software, and networking.
- Evidence of excellent organizational and managerial ability.
- Demonstrated outstanding human relations skills.
- Evidence of excellent oral and written communications and presentation skills for all audiences.
- Confident, creative information technology professional with strong user orientation.
- Skilled in project management, technology assessment and standards, and fiscal management.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees - Range G.

BARGAINING UNIT ELIGIBILITY: SMASA