

Job Title: Director of Technology and Information Services

Reports to: Assistant Superintendent of Finance & Operations

Department: Technology

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, administrative departments, and service centers. Facilitate the effective use of computers and other technology in instructional programs district-wide. Assist in the development of short and long-range plans for the integration of technology into the instructional program. Implement and coordinate the technology staff development and training program

Qualifications:

Education/Certification:

Associate's degree in computer science or electronics and or certification such as MCSE, CNE, ATT, CCNA, CCIE.CNI

Other requirements as set forth by the Superintendent

Special Knowledge/Skills:

Knowledge of computer workstation setup (identify requirement-i.e. Novell workstation).

Broad knowledge of computer hardware and software applications.

Knowledge of various operating systems (UNIX, DOS, Apple).

Knowledge of software used to develop spreadsheets, databases, and do word processing.

Ability to detect and resolve problems.

Ability to interpret policy, procedures, and data

Knowledge of curriculum design implementation

Ability to develop and deliver technology training to adult learners.

Knowledge of technologies available for use in instructional setting.

Ability to manage budget and personnel; coordinate district function

Strong organizational, communication, and interpersonal skills.

Experience in classroom instruction.

Experience

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

Three years teaching experience

Four years experience working with computer hardware and instructional software applications

Major Responsibilities and Duties:

Personal Effectiveness:

1. Positive Attitude: Presents a positive role model for patrons that supports the goals of the Dallas County Schools.
2. Cooperation: Works effectively with others.

3. Dependability: Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause.
4. Judgement: Exhibits good judgement in decision making and problem solving.
5. Initiative: Recognizes needs of job and suggests ways to improve efficiency and productivity.

Job Specific Responsibilities:

6. Assist schools and administrative departments in developing and implementing plans to address technology needs, including valuation of hardware and software and management of information relating to attendance grade reporting, scheduling, demographic data, and budgetary information.
7. Develop and implement district standards and specifications for hardware and software use.
8. Develop and implement a district –wide computer networking plan.
9. Coordinate support between DCS and district staff, including programming, application support, and end-user support.
10. Manage, direct, and assign priorities to personnel to major projects to ensure attainment of district and department goals and objectives.
11. Oversee the installation, maintenance, and repair of all computer hardware and software throughout the district.
12. Assist with the implementation of staff development in the area of information management and technology; make presentations as needed.
13. Develop and implement a disaster recovery plan.
14. Develop and coordinate a continuing evaluation of information and technology services and implement changes based on the findings.
15. Implement the board policies established by federal and state law, State Board of Education rule, and local board policy in the area of information management and technology.
16. Compile, maintain and file all reports, records and other documents required.
17. Administer the information services and technology budget and ensure that programs are cost effective and funds are managed wisely.
18. Compile budget and cost estimates based upon documented program needs.
19. Participate in contract negotiations for computer hardware, software, maintenance, and related services.
20. Coordinate the purchase of all computer hardware, software, maintenance, and related services.
21. Approve and forward department invoices and purchase orders to accounting department.
22. Recommend the disposal and replacement of equipment when necessary.
23. Prepare, review, and revise job descriptions in the Technology department.

24. Develop training options and improvement plans to ensure exemplary operations in the information services and technology area.
25. Evaluate job performance of employees to ensure effectiveness.
26. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, transfer, retention, and dismissal.
27. Attend professional growth activities to keep abreast of innovations in information management and technology services.
28. Supervise and evaluate the performance of the Supervisor of Web Services, Network Supervisor, Media and Technology Administrative Assistance, and department Administrative Assistant.
29. Provide leadership and technical expertise to principals and other district personnel in the planning, implementation, and evaluation of effective instructional technology throughout the district.
30. Coordinate the development and implementation of a comprehensive staff development plan for the use of instructional technology.
31. Provide staff development to teachers and administrators in methods of involving technology in the delivery of curriculum.
32. Assist in integrating technology in the existing instructional curriculum.
33. Coordinate the writing of curriculum for technology programs and monitor the instructional process in all content areas using technology.
34. Disseminate information regarding current research and significant developments in technology education at the state and national level.
35. Develop and implement a continuing evaluation of the instructional technology program and implement changes based on findings.

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.

Signature: _____

Date: _____