



DIRECTOR

DIRECTOR OF TECHNOLOGY

JOB DESCRIPTION

JOB TITLE: Director of Technology
REPORTS TO: Chief Business Officer
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: ADM 09
DAYS: 260
JOB ID & DATE: ADM-61 | September, 2023

JOB PURPOSE SUMMARY

The Director of Technology is a leadership role responsible for overseeing the planning, implementation, and management of technology infrastructure, technology devices and initiatives within the school district. This role plays a critical part in ensuring that technology enhances the educational experience, supports administrative functions, and promotes innovation while maintaining the highest standards of security, compliance, and efficiency.

REQUIREMENTS

Education Level Details

Bachelor's degree in Information Technology, Computer Science, Education Technology, or a related field (Master's degree preferred).

License / Certification Required

Valid Colorado driver's license
Relevant technology certifications are a plus.

Work Experience Required

Minimum of 5 years of experience in technology leadership roles, preferably in an educational setting.

Technical Skills, Knowledge Abilities Required

Knowledge of educational technology trends, best practices, and emerging technologies.
Proficiency in designing, configuring, and maintaining complex networks, including LANs, WANs, and wireless networks.
Proficiency in designing, configuring, and maintaining complex systems, including servers, storage, and virtualization environments, ensuring their optimal performance and reliability.
Understanding of the unique needs and challenges of the K-12 educational environment, including the role of technology in enhancing student learning.
Strong understanding of cybersecurity principles and data privacy regulations.
Excellent communication, interpersonal, and leadership skills.
Capability to provide training and professional development opportunities.
Skill in negotiating and managing vendor contracts, service agreements, and partnerships.
Proven ability to manage budgets, projects, and staff effectively.
Relevant technology certifications are a plus.
Ability to develop and implement long-term technology strategies aligned with the district's educational goals.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Planning

- Collaborate with district leadership to develop a comprehensive technology plan aligned with the district's educational goals and objectives.
- Lead the development and execution of a long-term technology vision for the district.

Infrastructure Management:

- Oversee the maintenance and enhancement of the district's technology infrastructure, including networks, hardware, software, and telecommunications.
- Ensure the scalability and reliability of technology systems to meet current and future needs.

Budget Oversight:

- Develop and manage the technology department's budget, ensuring responsible allocation of resources and cost-effective procurement of technology assets.
- Monitor and report on budget performance and recommend adjustments as needed.

Team Leadership:

- Supervise and mentor technology staff, fostering a collaborative and innovative team environment.
- Manage staff recruitment, training, professional development, and performance evaluations.

Educational Technology Integration:

- Collaborate with educators to identify and implement technology tools and resources that enhance teaching and learning.
- Promote the effective integration of technology into the curriculum.

Data Security and Privacy:

- Establish and enforce policies and procedures to safeguard student and staff data, ensuring compliance with relevant data protection laws.
- Develop and maintain a robust cybersecurity program to protect district systems from threats.
- Develop and maintain a technology disaster recovery plan and ensure business continuity in the event of technology-related disruptions.

Vendor and Contract Management:

- Negotiate and manage vendor contracts and service agreements to ensure favorable terms and optimal performance.
- Evaluate and recommend technology solutions and partnerships.

Professional Development:

- Provide training and professional development opportunities to staff, administrators, and educators to enhance their technology proficiency.
- Stay current with emerging technology trends and best practices in education.

Compliance and Reporting:

- Ensure compliance with federal, state, and local regulations related to technology and data management.
- Prepare and submit required reports and documentation.

Other

- Performs other job related duties as assigned

SUPERVISORY/TECHNICAL RESPONSIBILITIES

Systems Administrator, Network Administrator, Database Administrator, and Computer Technicians.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

Mental Functions: May work prolonged or irregular hours and must be able to maintain control under stress. While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____