

Job Title:	<b>Executive Director, Strategic Technology Initiatives</b>	Job Code:	<b>3042</b>
Job Family:	<b>Non-Certified</b>	FLSA Status:	<b>Exempt</b>
Pay Program:	<b>Administrative</b>	Pay Range:	<b>L20</b>
Typical Work Year:	<b>12 months</b>		

**SUMMARY:** Responsible for ensuring success with the district’s strategic and large-scale technology initiatives including, but not limited to bond and capital-funded projects. Responsible for the overall health of key processes in customer-facing Information Technology (IT) work such as client engagement, demand management, project management, and/or business analysis. Strategic technology initiatives typically feature highly visible, complex, long-term projects involving multiple stakeholder groups, with hard-to-achieve objectives in process improvement, return-on-investment, change management, business transformation, and customer satisfaction. Technology domains covered by such initiatives include enterprise systems, systems integration, and strategic/emerging technologies. Responsible for IT employees and contractors involved in project delivery, project management, or client engagement work. Some IT staff in other teams, and system analysts, business analysts or technology project managers in other support services (outside of IT) may be assigned to this role, in order to achieve standardization and continuous improvement with respect to strategic technology initiatives in the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Responsible for the overall health and success of highly visible, complex, long-term projects involving multiple stakeholder groups, with hard-to-achieve objectives in process improvement, return-on-investment, change management, business transformation, and customer satisfaction. Technology domains covered by such initiatives include enterprise systems, systems integration, and strategic/emerging technologies.	D	15%
2. Responsible for the health of mission-critical IT processes in demand management and operations management, including ensuring efficiency and effectiveness with respect to capturing and projecting demand across key customer groups; ensuring success with prioritizing that demand in concert with key customers; helping to fulfill that demand with internal and contracted resources in ways that provide the best return-on-investment, while ensuring work-life balance for staff and customers.	D	10%
3. Responsible for continually improving the best practices in technology-related enterprise-scale project and program management across all departments in the district, and ensuring effective performance of project managers, client engagement managers, business analysts, and contractors against such standards.	W	10%
4. Responsible for delivering on-time and on-budget projects, and holding vendors and contractors accountable for their role in strategic technology initiatives. Oversees large numbers of contractors and is responsible for the overall success of contractor-heavy capital and operations projects.	W	15%
5. Helps guide the transformation of District IT and technology work across the district, by continually evaluating new technologies, process improvements, and new operating and organizational models. From this evaluation implements the priorities and approaches approved by the Chief Information Technology Officer (CITO), IT leadership team, and district leadership. Stays connected to the leading edge of new technology developments across all of the key customer groups served by District IT, by staying abreast of the evolution in strategic and operating plans in these areas, through connection with district leaders and peer organizations across the country.	M	15%
6. Manages multi-million dollar budgets and delivery strategy for a) maintenance of large-scale technology services and products licensed by other divisions, especially Business Services, b) ongoing capital and bond projects that fuel district-wide Technology Refresh, including classroom and office technologies, datacenters, and network, and c) upcoming mill levy override-funded projects in areas such as Multi-Tiered Support Systems and LMS, in partnership with the ADS team and other key stakeholders across the district.	M	13%

7. Represents District IT in strategic steering committees (such as Bond Steering, Internal Planning, and Safety and Social-Emotional Learning Steering) run by district leadership, and shapes district technology strategy and investment in these vital cross-functional initiatives, in concert with IT leadership team.	W	10%
8. Leads the development and implementation of detailed and customized technical training plans for all IT staff, and staff in other divisions performing technology functions, in concert with IT leadership team, and district leadership.	M	7%
9. Additional duties as assigned, including serving as a back up to the IT leadership team, including the CITO.	D	5%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in business, education or information technology preferred.
- Minimum fifteen (15) years of senior leadership, consulting or enterprise systems management in K-12 environments, with emphasis in strategic alignment with the core business, process improvement and/or change management.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Demonstrated history of advanced customer service, communication and interpersonal skills.
- Demonstrated history in technical work involving one or more of the following: systems administration, software development, or systems implementation.
- Advanced knowledge of enterprise resource planning systems, and business process improvement and re-engineering.
- Advanced knowledge of industry best practices relative to IT management including methodologies, frameworks and standards.
- Advanced expertise in IT Project Management and enterprise technology implementation.
- Ability to keep pace with leading-edge trends in IT strategy, architectures, and service models.
- Ability to promote and follow Board of Education policies, District Policies, School and Department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- General purpose office software, specialized enterprise resource planning applications, cloud services, systems administration, and content management systems.
- Specialized project management systems and software.
- General diagnostic and performance software for voice and data networks.
- Test/diagnostic equipment; network hardware and software sniffers; cable test and injectors; and electronic and network hardware meters.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Chief Information Technology Officer	060301

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	IT Project Manager	1	061205
	Bond IT Project Coordinator	1	04090
	Sr. Client Engagement Manager	2	003017
	Student IT Aides	Varies	030811
	College Student Aides	Varies	1600IN

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for multi-million dollar budget for technology related bond projects and investments, along with indirect responsibility for annual capital budget.
- Responsible for developing and managing budgets for projects and contractors, and coordinating overall budget work in IT with leadership team.
- Oversees work performed by designated Technology Coordinators in each district building.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands and fingers to handle and/ or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate				

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation		X		
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	