

Job Title: **Director, Technology and Resource Delivery**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Typical Work Year: **12 months**

Job Code: **050306**  
 FLSA Status: **Exempt**  
 Pay Range: **L16**

**SUMMARY:** Lead and direct the Instructional Materials Center (IMC) and Device Refresh Departments by setting goals that align with the district’s strategic plan, implementing policies and procedures, providing mentorship, and identifying training opportunities for team members. Maintain a healthy relationship between Information Technology (IT) and Instructional Technology and Library Services (ITLS) by managing project intake, prioritization, and demand for technology and material-related Learning Services projects. Develop capital plans for student and staff device refresh and manage budgets to optimize resource allocation and ensure cost-effective operations.

**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 ability 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. Managing Project Intake, Prioritization, and Demand for Learning Services Projects including Student Information Systems (SIS), EdTech, and Applications. Manage the intake process for projects and ensure alignment with district goals, IT capacity to deliver, and ITLS objectives. Work with customers to prioritize projects based on their potential impact, cost, and resource requirements. Manage the demand for learning services projects and ensure the availability of appropriate resources to deliver them effectively. Manage the procurement and change management processes for large systems and technology deployments.	W	30%
2. Responsible for vendor and contractor management. Manage and foster the relationship between the district and device logistics vendor and device suppliers. Onboard contractors as needed to provide support for district staff and students. Hold vendors and contractors accountable for delivering quality products and services on time and within budget.	W	20%
3. Responsible for overseeing innovation in classrooms, cybersecurity, research, and development. Foster a healthy relationship between IT and ITLS to promote collaboration and innovation in classrooms. Ensure cybersecurity policies and procedures are in place and updated to protect the district's information assets. Oversee research and development initiatives to identify emerging technologies and best practices that can enhance the district's mission and strategic plan.	D	15%
4. Mentor and coach team members to foster their personal and professional growth. Identify training and development opportunities for team members to enhance their skills and knowledge. Develop and implement training programs and workshops to address departmental needs.	D	10%
5. Responsible for budget management. Oversee the Device Refresh project budget and ensure adherence to budget constraints. Develop capital replacement plans for student and educator staff devices to ensure appropriate funding allocation. Develop and implement effective budget management strategies to optimize resource allocation and ensure cost-effective operations. Oversee, administer, and monitor spending of any grant funds secured.	M	10%
6. Oversee the IMC and Device Refresh Departments by providing direction and leadership to the IMC and Device Refresh teams. Set and communicate departmental goals and objectives to team members and provide support and guidance in helping employees achieve department goals. Develop and implement policies, procedures, and standards to ensure effective and efficient departmental operations. Monitor and report on departmental performance and ensure adherence to budget and timelines.	Q	5%
7. Develop and implement student device capital planning strategies to ensure the availability of appropriate and up-to-date technology devices for students. Manage vendor relationships to provide logistical support for the deployment, maintenance, and repair of student devices.	A	5%

Coordinate the preparation and submission of grant proposals to secure funding for student and staff devices.		
8. Perform other duties as assigned.	Ongoing	1%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in business, education, or information technology, or related disciplines preferred. Four (4) additional years of similar and relevant experience may be substituted for this requirement.
- Master’s degree in related disciplines is preferred, but not required.
- Minimum five (5) years of experience leading, mentoring, and managing staff.
- Minimum five (5) years of experience in Technical Project Management or leading large systems implementations.
- Minimum five (5) years of experience in K-12 software systems projects preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Demonstrated history of advanced customer service, communication and interpersonal skills.
- Management staff experience with regards to software development or related services.
- Demonstrated history of leadership with enterprise, customer facing projects and systems.
- Advanced expertise in Technical Project Management and enterprise technology implementation.
- Ability to promote and follow Board of Education policies, District Policies, School and Department procedures.
- Subject Matter Expertise in K-12 Education Technology (EdTech), student information systems and business processes preferred.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- 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.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Microcomputer, Microsoft Office applications, Student Information Systems, Enterprise applications, and other IT applications.
- Specialized project management, diagramming and software: Viso, MS Project and Web tools.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Executive Director, Strategic Technology Initiatives	3042

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	Manager, Instructional Materials Center	1	3008
	Device Refresh	2	
	Outside Contractors	5-10	NA

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Supervisory responsibilities include hiring, disciplining, directing work, assigning work, training, evaluating employees, and assisting with terminations.
- Responsible for coordinating, administering, and monitoring budgets.
- Oversee project budgets and ensure adherence to budget constraints.
- Manage capital replacement plans for district devices and ensure appropriate funding allocation.

**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			X	

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			
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			

VISION DEMANDS:	Required
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)	
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	