

Lauderdale County Schools  
Florence, AL

Job Description

Position: Director of Technology

**Department:** Instructional Operations

**Reports To:** Assistant Superintendent of Instructional Operations

**FLSA Status:** Exempt

**Contract Days:** 240 days

**Salary:** Based on the System Salary Schedule

**Qualifications:**

1. Minimum: BS degree in technology related field from an accredited college or university.
2. Minimum: 5 years experience in field

**Purpose of Job**

To provide the strategic vision for the district's technology department supporting both student achievement and district infrastructure. To set district priorities and implement technology processes and procedures that will help implement or achieve strategic work plan objectives. Responsible for overseeing our current technology team.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Responsible for all aspects of information technology
- Strong influencing/negotiation skills
- Develop improved service routines, procedures and methods to ensure efficient computer utilization and expedient completion of schedule requirements.
- Builds relationships with vendors, contractors and external companies for all our technology related initiatives.
- Determine fiscal requirements of Technology and prepare budgetary recommendations; monitor, verify and reconcile expenditures of budgeted funds.
- Plan and schedule work for the group ensuring proper distribution of assignments and adequate manning, space and facilities for subsequent performance of duties.
- Prepare operational reports and analyses, setting forth progress, adverse trends and appropriate recommendations or conclusions.
- Maintain interface with faculty and staff to develop and ensure long-term and short-term planning consonant.
- Define, architect & execute the organizational & infrastructural plans required to fulfill the district's technology strategies

- Evaluate existing custom and off-the-shelf solutions, and working with the Systems Architect, technical staff, clients, and partners to identify requirements and opportunities and oversee acquisition and integration of systems.
- Direct various personnel functions including, but not limited to, hiring, performance appraisal, promotions, transfers and vacation schedules.
- Manages multiple activities in a fast paced environment
- Supervise all functional areas of information technology including software design & development, systems administration, project management, systems testing and application & network support
- Ensure that system uptime & performance requirements are met
- Prepare annual & quarterly budgets and staffing plans
- Evaluate emerging technologies
- Oversee purchases, implementation and various services provided by the IT department
- Balance of strong management abilities with superior technical knowledge.
- Expert level understanding of the industry, technologies and solutions.
- Maintains a professional networking relationship with the IT industry and the educational community.
- Performs such other tasks and assumes such other responsibilities as the Superintendent or Assistant Superintendent may assign.

#### **Additional Job Functions**

Perform other duties as assigned.

#### **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

#### **Physical Demands**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\***

Approved May 30, 2018 Board Meeting (#18)