

**Monroe-Gregg School District  
Role Description**



**Job Title: Director of Technology & Data Reporting**

**Location: Administration Office**

**Job Group: Classified- Exempt (260 Days)**

**Reports to: Superintendent**

The director of technology and data reporting is a senior leadership position serving as a cabinet officer in the organization. Responsibilities include leading and coordinating all technology needs for the district while engaging in long term strategic planning for the IT department in collaboration with district goals. This position is also responsible for performing a variety of duties in support of the student information system including data transfer, disaggregation, analysis, and the production of a wide variety of reports per state and federal law.

**Essential Responsibilities:**

- Collaborates with school leaders to develop and implement technology strategies to maximize the teaching and learning potential of the district's data and technology investments.
- Engages in long-term strategic planning for the IT needs of the district.
- Coordinates the E-Rate procedure.
- Develops and recommends policies and standard operating procedures including, but not limited to the district's acceptable use policy.
- Plans and advocates for the budget needed to acquire and maintain all major technology systems and manages the expenditure of budgeted resources.
- Manages the relationship with all district technology vendors to ensure programmatic and financial value of those contracts and agreements.
- Stays abreast of and advises the superintendent on district technology news and the technology implications of district and state educational initiatives.
- Supervises and evaluates IT staff responsible for technology related customer service, help desk services, school technical support, and office technical support.
- Oversees the district's technology infrastructure including network, storage, and communications tools to include phone systems and email.
- Delegates management of the day-to-day infrastructure administration to Five Star staff as appropriate.
- Oversees the development and improvement of device management systems and processes including inventory and help desk functions.
- Delegates day to day device management to designated management staff as appropriate.
- Identifies appropriate department level owners of various data functions and coordinates the necessary training and support of these functions.
- Oversees the district's data reporting functions including federal and state reporting, as well as data sharing agreements, if applicable.
- Stays abreast of updated Skyward offerings related to data retrieval and reporting.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Other duties as assigned by the superintendent.

**Essential Qualifications:**

- Bachelor's degree in technology or appropriate technical certifications.
- At least 3 years of IT related school experience strongly preferred.
- Must be proficient in Microsoft Office, Active Directory, Google Admin, Windows server, and VMware.
- Coursework or training in data analysis; knowledge of DHCP, DNS, and networking/subnetting preferred.
- Knowledge of Firewall NATS & ACLs.
- Ability to troubleshoot various technical issues that may arise such as Windows/Linux devices, printers, switches, and access points.

**Physical Demands:**

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting for extended periods of time or walking some of the time.
- Must be physically able to operate a variety of equipment including computers, scanners, modems, cables, etc.
- Requires the ability to coordinate hands and eyes rapidly and accurately in performing data entry.
- Consistent requirements to reach, stretch with hands and arms, crouch, kneel, climb, and bend at the waist.
- Moderate dexterity of hands and fingers to operate standard office equipment and tools as needed.
- The position requires normal visual acuity and field of vision, hearing and speaking abilities.
- Must be able to exert up to 30 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

**Environmental Conditions:**

Works in a school building around others under a fast-paced sometimes stressful environment regarding adherence to multiple deadlines. Work may extend beyond the normal workday. The noise level is usually low and representative of a school setting. The position is exposed to electrical shock and heights.

**Terms of Employment and Evaluation:**

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

**Acknowledgement:**

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

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Employee Signature

Date

*Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX and non-discrimination in general.*