

# School District of Bradford County

## Job Description

### Director of Information and Technology

FLDOE Job Code: 82005 – Director, Administrative Technology

#### Qualifications:

1. Master's degree in Computer Science, Business Administration, Accounting, Data Processing or related field from an accredited educational institution.
2. A comparable amount of training or experience may be substituted for minimum qualifications.
3. Experience in systems analysis and/or programming.
4. Experience in business administration, educational administration, management information systems or data processing.
5. Five (5) years successful supervisory experience.
6. Satisfactory criminal background check and drug screening.

#### Knowledge, Skills and Abilities:

1. Knowledge of computer related equipment, networks, telephone systems and their operational functions and limitations acquired through appropriate educational and/or technical experience in the field.
2. Knowledge of the principles of organization and management.
3. Knowledge of school board policies, procedures and regulations related to departmental activities and personnel.
4. Ability to organize and direct department programs.
5. Ability to provide leadership and to establish and maintain effective working relationships with subordinates, officials, schools, other departments and the public.
6. Ability to communicate a highly technical and constantly changing subject in non-technical terminology to educational and support personnel.
7. Ability to communicate and express facts and ideas clearly and concisely both orally and in writing.
8. Ability to accept responsibility and make competent decisions on matters affecting the entire department.

**Reports to:** Superintendent

**Job Goal:** To supply the district with its technological needs for student achievement, productivity enhancements, reporting requirements and decision support in a fiscally responsible manner.

**Supervises:** All Information and Technology department personnel

#### Performance Responsibilities:

##### Service Delivery

1. Develop short and long-range plans for the conduct, growth and improvements of department programs and services.

2. Work with vendors to ensure that the district's needs are understood and fulfilled as related to application software.
3. Plan and coordinate the hardware and software needs of the district's business applications.
4. Provide forecasts and develop budget for all administrative computer-related activities.
5. Develop, update and maintain a manual of technology-related methods and standards.
6. Review technology project schedules.

#### **Inter/Intra Agency Communication and Delivery**

7. Provide consultant services to departments and schools in the area of information technology.
8. Assist other departments and schools in developing plans to meet their individual technology needs.
9. Work cooperatively on issues that affect both Information Services and Networking.
10. Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
11. Respond to inquiries and concerns in a timely manner.
12. Keep supervisor informed of potential problems or unusual events.
13. Serve on district, state or community councils or committees as assigned or appropriate.
14. Provide oversight and direction for cooperative planning with other agencies.
15. Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
16. Work closely with district and school staffs to support school improvement initiatives and processes.

#### **Professional Growth and Improvement**

17. Maintain a network of peer contacts through professional organizations.
18. Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
19. Maintain expertise in assigned areas to fulfill project goals and objectives.
20. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
21. Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.

#### **Systemic Functions**

22. Represent the district in a positive and professional manner.
23. Develop or assist in developing the department and district budget and monitor its implementation as required.
24. Coordinate the automated FTE/pupil accounting functions.
25. Supervise the district's forms and report control system.
26. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
27. Assist subordinates in resolving problems and achieving goals.
28. Coordinate departmental recruiting and personnel acquisition.
29. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
30. Develop annual goals and objectives consistent with and in support of district goals and priorities.

#### **Leadership and Strategic Orientation**

31. Recommend to the Superintendent new uses for computer technology and equipment or abandonment of unprofitable uses.
32. Provide leadership and direction for assigned areas of responsibility.
33. Provide leadership and guidance in the development of annual goals and objectives for assigned department.
34. Assist in implementing the district's goals and strategic commitment.
35. Exercise proactive leadership in promoting the vision and mission of the district.
36. Set high standards and expectations and promote professional growth for self and others.
37. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
38. Collaborate with the superintendent, departments and schools and contribute to the planning and operation of the district.
39. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
40. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
41. Perform other tasks consistent with the goals and objectives of this position.

**Physical Requirements:** Light work – Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**Terms of Employment:** Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.

Administrative Salary Schedule