

Director of Technology Services

DEPARTMENT:	Technology	REPORTS TO:	Assistant Superintendent of Curriculum & Instruction
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	Exempt

Position Description

The Director of Technology Services leads the development of Kirkwood School District's technology plan and coordinates activities and resources necessary to implement the plan. This position partners with leadership, departments, and stakeholders to ensure that all members of the district can effectively utilize technology.

Task Title	Essential Job Functions	Percent of Time Spent
Department Leadership	<ul style="list-style-type: none"> Develop and implement the district's strategic technology plan, including short-term and long-term plans and goals. Collaborate with other departments and stakeholders to devise effective technology solutions, budgets, and implementation strategies. Monitor District technology to ensure it is running efficiently for all students and staff. Stay up to date on changes to technology, software, and trends that may impact the field. Research and assess new products and develop recommendations. Determine feasibility of upgrades to the District's technology services. Implement and manage large scale projects or improvements to District technology infrastructure. Communicate key information to administration such as new projects and timelines. AI Information Security Officer. 	45%
Staff Management	<ul style="list-style-type: none"> Review schedules, assign staff to tasks (e.g., internet, e-mail, databases, network services, etc.) and oversee productivity. Evaluate performance, provide development opportunities, and effectively allocate resources to projects. Schedule and conduct staff meetings. 	30%
Budgets, Purchasing, and Contracts	<ul style="list-style-type: none"> Create and ensure alignment with technology services budget. Manage outside vendor support. Respond to requests for information as needed. 	15%

	<ul style="list-style-type: none"> • Support staff with technical questions and concerns as needed. 	
Technical Support	<ul style="list-style-type: none"> • Respond to requests for information as needed. • Support staff with technical questions and concerns as needed. 	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Single department
- **Supervisory Activities:** Budgeting, Buying, Developing or coaching, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Promoting, Scheduling, Terminating, Training, Approving timecards or time off requests.
- **Budget Signing Authority:** Yes
- **Decision-making Authority:** Decisions impact the entire district.

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Bachelor’s degree in computer science, information technology, business, or a related field and 5 years of related work experience in technology.
 - Two years of college/associate degree in computer science, information technology, business, or a related field and 7 years of related work experience in technology.
 - High school diploma and 9 years of related work experience in technology.
- Three or more years of supervisory experience.

Preferred

- Microsoft Certified Systems Engineer or equivalent
- Network+ Certification

Knowledge & Skills

Knowledge

- **Basic:**
 - Machines/Tools: Machines and tools, including their uses, repair, and maintenance.
- **Intermediate:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Administrative: Administrative and office procedures, functions and basic office tasks,
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- **Expert:**
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.

- Computers/IT: Electronic equipment and computer networks, hardware, software, including applications and programming.
- Customer and personal service: Principles and processes for providing customer and personal services.
- Law/Government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading Comprehension, Speaking, Active Learning, Active Listening, Critical Thinking, Time Management, Coordination, Service Orientation, Social Perceptiveness, Complex Problem Solving, Judgement/Decision-Making, Systems Analysis, Systems Evaluation, Quality Control, Operations Analysis, Technology Design, Troubleshooting
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Mathematics, Science, Writing, Management of Material Resources, Management of Personnel Resources, Instructing, Negotiation, Persuasion, Equipment Selection
- **Occasionally (Up to 2.5 hours or 32% of the day):** Management of Financial Resources, Equipment Maintenance, Repairing
- **Rarely (Less than 1 hour or 12% of the day):** Programming

Work Environment and Physical Demands

Physical Activities/Sensory Abilities

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Repetitive Motion, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Standing, Sitting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Walking, Color Vision
- **Rarely: (Less than 1 hour or 12% of the day):** Crawling, Crouching/Kneeling, Balancing, Carrying/Lifting, Climbing, Pulling/Pushing, Reaching

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with

office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 3, 2024