

PROGRAM MANAGER INFORMATION TECHNOLOGY

The Program Manager of Information Technology is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation, and development of the area of assignment. The Program Manager will work closely with department administration ensuring departmental programs are established and effectively carried out efficiently and effectively. The Program Manager shall serve as the program area lead and serve as a key resource person for the implementation of assigned programs. The Program Manager reports to the Executive Director of Information Technology and works collaboratively with all other departments and schools within the District supporting school and student success.

Chain of Command

The Program Manager of Information Technology reports to the Executive Director of Information Technology.

Competencies of the Program Manager of Information Technology

The Program Manager shall possess a deep knowledge of both information technology and educational technology.

Additionally, listed below are the leadership competencies required for this position:

- **Accountability-** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking-** Sees patterns and links among seemingly unrelated things.
- **Developing Others-** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving-** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience-** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented-** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Transformational Leadership-** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Vision-** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

Essential Duties

- Directs and manages the work of the District's On-Line Learning Programs and Virtual Learning Environment.
- Assist in the management, supervision and professional development of the On-Line Learning Program and Virtual Learning Environment.
- Work with various District teams to support the goals and mission of the District.
- Assist school administration in the development of technological programs to support student growth.
- Works collaboratively with other departments to ensure alignment to the District Strategic Priorities relating to student achievement.
- Co-facilitate collaboration and professional development opportunities for district administrators, certified staff, and school leaders.
- Support and lead ongoing activities, programs and projects within the Information Technology team as assigned.
- Develop, implement and monitor goals of the Technology Department.
- Design, implement, and manage technical projects and systems as assigned.
- Develop, write and conduct the RFP process for the acquisition of new systems and services.
- Attend, lead, and/or facilitate departmental and District meetings as assigned.
- Assist in hiring processes, supervision, and evaluation of daily activities of staff; provide opportunities for cross-training and development.
- The Program Manager of Information Technology may manage all aspects of the Information Technology Department in the absence of the Director.
- Other duties as assigned.

Education and Experience

Bachelor's Degree in appropriate discipline and three years experience in a directly related field are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Preferred Qualifications

Master's Degree in appropriate discipline

Standard Professional Elementary Education, K-8 certificate

Licensing/Certification Requirements

Valid AZ Fingerprint Clearance Card

Valid AZ Driver's License

Date Revised

12.9.2024