TECHNOLOGY DIRECTOR
Position Description

Title:	**Technology Director**
Location:	**Central Office**
Terms of Employment:	**12 months, Full Time**
Effective Date:	
FLSA Status:	**Exempt**

Purpose

Develop, implement and lead district technology strategy including:

- Identifying, assessing and acquiring appropriate tools and services to meet technology needs across the school system.
- Manage security/risk, cyber security initiatives, safeguards, system assets and networks.
- Coordinate, supervise, facilitate or perform all tasks and elements needed to implement and integrate technology services and solutions.

Qualifications

- Minimum 4-year college degree in Computer Science, Information Technology or related field.
- Preferred master's degree in Instructional Technology or a related field.
- Preferred Certified Education Technology Leader (CETL) certification.
- 10+ years of experience in technology services with technology management experience.
- Demonstrated professional experience in a technology leadership role.
- Experience overseeing budgets and essential knowledge of fiscal management procedures.
- Must possess comprehensive knowledge of and experience in multi-platform, multi-OS environments, IT security and cyber security standards, and administration of an information system network for an organization.
- Experience in developing systems procedure documentation, short and long range plans, and needs assessments.
- Minimum of 5 years of experience supervising staff, setting goals, monitoring performance and employee evaluations.
- Must possess excellent communication skills across departments and position levels. Able to present reports and information to a wide variety of stakeholders.

Duties and Responsibilities

- Lead technology team and collaboration across the district to manage all aspects of technology for the school district including 1:1 and take-home technology devices.
- Lead development, refinement and execution of the district technology plan, involving all stakeholders and governance committees. Coordinate and oversee long-range planning activities (considering current and future state needs and best practices) for the technology infrastructure of the organization including modernization, IT security, and technology deployments.
- Develop and interpret policies and procedures for the district's technical services division.

- Risk management: Ensures safeguards are implemented for information systems by identifying and solving potential and actual security problems. Ensures disaster planning and IT security reviews are conducted in accordance with industry standards. Protects systems by defining access privileges, control structures, and resources. Implements security improvements by assessing the current situation, evaluating trends, and planning security upgrades.
- Leads IT team to prioritize information technology operations and information technology customer service activities. Maintains quality service by following technology, business, and organizational standards.
- Lead the Technology Advisory Committee to address emerging technology needs, challenges, or areas for improvement.
- Responsible for professional development needs and progress of division staff members.
- Establish division budgets and capital planning to ensure technology funding is appropriated for technology device upgrades, infrastructure, services or other technology equipment.
- Lead technology programs and staff to ensure alignment between technology services and instructional services for school-based technology initiatives.
- Establish collaboration with principals and school staff to make informed technology decisions.
- Oversee technology grant programs and Universal Service Fund program (e-Rate)
- Evaluates and recommends vendor contracts in accordance with policy and procedure for hardware, software, and technology-related services as needed.
- Maintains technical knowledge by attending educational workshops, reviewing technical publications, and monitoring changes within industry standards.
- Works collaboratively with other departments to identify end-user needs and to efficiently implement technical solutions and upgrades for business operations.
- Perform other duties as assigned by the Superintendent.