ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

DIRECTOR OF INFORMATION TECHNOLOGY II

POSITION: **Director of Information Technology II**

REPORTS TO: **Deputy Superintendent of Fiscal and Supporting Services**

LOCATION: **Information Technology Services**

NATURE OF WORK:
The Director of Information Technology provides leadership and management for all information technology services and operations.
The position is charged with the implementation of board policy and procedures as they apply to technology. He/she is expected to participate in the formation of district policies and procedures by making appropriate recommendations for improvements and/or additions that enhance the efficiency and effectiveness of the district's information technology services and operations to support the mission of the school system. The Director of Information Technology works collaboratively with constituent groups in setting priorities for the deployment of information technology to carry out the instructional and administrative goals and objectives of the school system. This responsibility includes the identification, implementation, and evaluation of systems and services that cross departmental boundaries. The Director of Information Technology also represents the school system in state, regional, and vendor information forums; keeps abreast of technology developments and their appropriate applications within the district; and plans and implements information technology infrastructure upgrades.

ESSENTIAL FUNCTIONS:
- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally and in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change

- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Budgets, manages, directs, and implements the voice, video, computer, security, and data systems for all schools and offices, including the selection, acquisition, implementation, maintenance, and repair of hardware and software for instructional, financial, and student support systems
- Plans the technology base to ensure that students will be informed participants in the Information Age and that they will be able to compete successfully in the global information economy, in cooperation with site personnel and the Assistant Superintendent of Supporting Services,
- Develops, implements, and updates the current 3-year vision and plans for information technology advancement, as contained in *A Framework for Technology,* the school system's technology plan and aligned with the school system's master plan
- Trains, deploys, and evaluates information technology staff as they provide support to SMCPS employees and the technology equipment they require
- Works closely with instructional directors to develop and refine data systems required for evolving accountability measures
- Keeps current with advances in technology and provides leadership in technology planning for the school system, the county, the region, and the state
- Meets with parents, students, other professionals and other school system stakeholders to build consensus on technological implementation and direction
- Participants on the Superintendent's School Support Team and keeps school system staff informed of issues related to operational and instructional technology
- Serves on various committees as requested
- Helps plan the technology services to be offered in new and remodeled schools
- Performs other related and non related job duties as assigned by the Assistant Superintendent of Supporting Services

QUALIFICATIONS:

Required:

- Bachelor's degree, in a technology or technology-related field.
- Five (5) years of experience and progressive responsibility in the design and management of information technology.
- Experience in the evaluation, selection, and implementation of systems, including hardware, software, and networking.

Preferred:

- Master's degree
- Advanced study or equivalent experience with information systems, with a focus on education or school institution applications

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:
The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees - Range H.

BARGAINING UNIT ELIGIBILITY: SMASA

Revised: 03.2025, 05.2025