

TITLE:**HEAD OF TECHNOLOGY****QUALIFICATIONS:**

A minimum of 10 years experience and expertise in Management of Data, Support and Supervision of Staff, and Networking and Computer Systems, including, but not limited to Windows OS and/or Macintosh OS.

REPORTS TO:

Superintendent or Designee. This administrative position is not considered to fall within any existing collective bargaining unit.

JOB SUMMARY:

The Head of Technology supervises the daily operations of the technology department ("IT") in compliance with District policies and procedures, spending a majority of the workday overseeing, including independently managing subordinate bargaining unit personnel, and also performs other related duties as assigned.

JOB RESPONSIBILITIES:

To perform all below duties in a professional, accurate, and timely manner.

1. Manages and oversees technology support "ticketing" system and, using their independent judgment, assigns subordinate IT staff to address and resolve issues;
2. Acts as District's System Administrator for all users; creates and manages user credentials and groups in all user platforms, including: Google, Active Directory, Office 365, etc.;
3. Manages and oversees District data maintenance including, but not limited to: export/import of data between systems; washing of data; input of data; etc.;
4. Maintain confidential sensitive District information (e.g., student records, collective bargaining policies, etc.);
5. Maintains data and configuration of learning platforms for teacher and student access;
6. Administers Student Management System(s), including independently developing and providing training(s) and support of SMS users;
7. On-line Registration Administrator; independently develops and provides training(s) for District staff and parents;
8. Develops procedures and practices, and creates technology training resources for staff;
9. Directing the effectuation of all District IT policies and practices;
10. Manages all IT systems to track District technology assets and recommends improvements;
11. Develops and provides training(s) on various technologies and software platforms as required;
12. Manages and oversees cybersecurity policies and phishing simulation exercises on a quarterly basis;
13. Manages District's SOPPA agreements and ensures legal compliance with respect to the use of student data by third parties;

14. Responsible for all student data transfer(s) between the District and Illinois State Board of Education through IWAS;
15. Assist Director of Curriculum, Instruction, Assessment with duties related to data pulls/entry into student assessment platforms
16. Plans and executes Technology Department Budgets in cooperation with the District's Chief School Business Official;
17. Supervises and manages IT Manager and all IT support staff;
18. Recommends the hiring, transfer, and discipline of all IT support staff;
19. Assists the Administration in defense of grievances;
20. Other duties as assigned by Superintendent or designee.

TERMS OF EMPLOYMENT: 260-day annual contract containing applicable salary and other terms and conditions of employment.

EVALUATION: Evaluation will be by Superintendent or designee, as stated in contract of employment

Revised: June 10, 2026