Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Director of Technology Services
Schedule / Grade: Salaried Support / 8
Job Code: 94DIRCT549
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 09/12/2025

PURPOSE

The CPS Director of Technology Services provides leadership and management for the direction, coordination, integration, and implementation of technology throughout the District while fostering a culture of collaboration and innovation.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Oversee and coordinate the district's technical services department.
- Provide decisive leadership in strategically developing the short-term and long-term vision of department.
- Provide technical tools and resources to ensure curricular goals and objective are accomplished.
- Communicate, facilitate, and enhance parent, student, and community involvement and engagement in District programs.
- Develop a comprehensive and transparent professional development model for staff and instructors.
- Monitor budget and secure funding for appropriate instructional resources to ensure quality and equitable devices.
- Maintain robust network infrastructure.
- Create a positive culture of innovation and creation that reflect cutting-edge trends in business and education.
- Ensure compliance with local, state, and federal regulations and requirements.
- Supervise and evaluate Technology Services Staff.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Chief Operations Officer

Supervises: Exempt and Non-Exempt Technology Services Personnel

QUALIFICATIONS

Minimum: Degree with a computer technology or instructional technology related major or 3 years combination of technology industry experience and education system experience. 3 years leadership experience successfully leading and supervising a department or at the building level.

Preferred: Degree with a computer technology or instructional technology related major and 7 years combination of technology industry experience and education system experience. 6 or more years of leadership experience successfully leading and supervising a department or at the building level.

Successful candidates will possess a relevant blend of technical and educational experience.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the Districts student information software and databases. These are essential functions of the job.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement. These are essential functions of the job.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position including attend Board meetings, student activities and events. Weekends or evening hours is common. These are essential functions of the job.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer