



2100.17: EXECUTIVE DIRECTOR OF TECHNOLOGY

Reports to: Associate Superintendent for Educational Services

General Summary: Provide leadership, direction and planning for technology services to include academic computing, administrative computing, video systems, and telecommunication systems as well as satellite, telephone (digital and analog), and data circuits, necessary to support all facets of district operation, including instruction and administration. Direct and evaluate employees in the Technology Department. Communicate effectively; interpret policy, procedures, and data; and coordinate district functions. Work closely with all department heads and directors to assure joint planning and decision-making. Prepare and administer departmental and capital budgets.

Essential Functions:

1. Oversee the District's WAN and LAN infrastructures and data networks, voice and video networks, Internet Access to include Internet filtering, system-wide servers and e-mail system. (15%)
2. Directs and evaluates the Director of Digital Learning, District System Analyst, Library Services Department Head, building principals as assigned, and Technology Division staff members. Provide direction, supervision, and administration for the information services management team and staff and assist with the recruitment and assignment of personnel to ensure that personnel programs achieve their purposes. (15%)
3. Chair the District Technology Steering Committee. (10%)
4. Provide required administrative and technical support for curriculum, staff development and instructional technology components. (10%)
- 5.

Research, evaluate, and make recommendations for hardware and software for the District instructional technology program. (10%)

6.

Develop and maintain information systems plans and implement technology strategies to ensure that the information systems support current and future district technology needs. (10%)

7.

Communicate and support expectations that are consistent with district objectives, and employ an effective communication process that includes listening to all constituents. (5%)

8.

Develop (as necessary), maintain, and utilize appropriate information systems and records necessary for attainment of the school's/district's and overall school improvement efforts. (4%)

9.

Direct and/or coordinate the development of specifications for the procurement of hardware, software, telecommunications and support services required to support district operations and planned projects. (5%)

10.

Oversee all purchasing, ordering, receiving, and installing of hardware and software for the District instructional technology program, while ensuring that programs are cost effective and funds are managed prudently. (5%)

11.

Prepare and administer departmental and capital budgets as required, compile budgets and cost estimates based upon documented program needs and determine the fiscal needs of programs and ensure that fiscal resources appropriately address these needs and conform to the mission of the school district. (5%)

12.

Serve as a principal interface with designated outside service providers and represent the District at appropriate local, state, and national functions. (3%)

13.

Attends Board of Education and Cabinet meetings as required. (2%)

14.

Other duties as assigned by the Superintendent. (1%)

Qualifications:

1. Education Level: Doctorate degree preferred, Master’s degree (or equivalent) in Educational Administration, Computer Science, Management Information Systems, Business or related field required.
2. Certification or Licensure: None required; however, candidates with either technical certificates or with educational administrative certificates preferred.
3. Experience desired: Five to seven years management or administrative experience in technology. Advanced experience in Computer Science or School Management Information Systems preferred. Advanced experience in public school educational environment preferred. Substantial recent experience in managing complex information technology resources involving highly skilled professional personnel.
4. Other requirements: Knowledge of the latest hardware, software, and communications technologies utilized in a public school or education environment preferred. Ability to coordinate major technology projects. Strong organization, communication, and interpersonal skills. Willingness to execute written employment contract with Millard Public Schools.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing		X	
2. Walking		X	
3. Sitting		X	
4. Lifting <u>20 lb. max.</u>	X		
5. Carrying <u>25 feet</u>	X		
6. Pushing / Pulling	X		
7. Climbing / Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling		X	
9. Reaching / Handling		X	
10. Speaking / Hearing		X	
11. Seeing / depth perception / color	X		

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and/or superintendent.

Date of Adoption

September 25, 2000

Date of Revision

August 5, 2002

September 4, 2007

August 4, 2014

April 17, 2017