

Job Title: Director of Technology and Information Services – AD22
Work Year: 260 Days
Department: Technology & Information Services
Reports To: Superintendent of Schools

SUMMARY

Responsible for designing and implementing a long-range and ongoing District plan for effective application of information and communications technology* (ICT) in teaching and learning which includes recommendations and proposals on building faculty awareness of what is possible; initiatives to establish, maintain, and expand student and faculty access to quality programs that impact student achievement; support for faculty and student use of adopted applications; and innovative pilot projects. Supports the District’s standards for student achievement through technology.

Directs the development, delivery, and support of an infrastructure for integration of technology and curriculum into classroom teaching, learning, and District-wide enterprise uses.

QUALIFICATIONS

- Master’s Degree from accredited institution in a field that prepares this person for the functions and duties of this position.
- Qualify for a Colorado Professional Principal or Administrator License.
- Evidence of completion of approved Colorado Evaluator Training Program.

PREFERRED QUALIFICATIONS

- Previous school building or District level administrative experience or related experiences.
- Previous experience coordinating and supervising ICT for instructional and enterprise uses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establish, implement, and revise vision and action plans related to Educational Technology and Information Literacy (ET/IL) in the District consistent with Board of Education policies and procedures in collaboration with other District administrative and staff personnel.
- Establish, implement, and revise content standards, student curriculum, and assessment related to ET/IL.

* ICT is defined as: all information and communications technologies including low-voltage data wiring, wireless signals, network hardware, computer hardware, telecommunications devices, mobile learning devices, instructional technology, enterprise technology and any necessary software.

- Oversee District ET/IL Program as it relates to meeting/achieving ET/IL standards (above) and the 8th Grade Technological Literacy Assessment Program.
- Oversee District Library-Media Program as it relates to the use of a common, unified, catalog and library automation program.
- Provide input and feedback on ET/IL personnel to principals as necessary.
- Propose and implement policies and procedures for staff and student use of ICT.
- Act as District liaison to outside agencies regarding District ICT.
- Act as District liaison to community groups as may be required regarding ICT.
- Coordinate or provide training classes to District staff in coordination with District PD plan and as may be required for effective use of District ICT and to improve on District staff technological proficiency rating.
- Establish minimum specifications and coordinate bidding of all ICT in the District as required by District policy.
- Coordinate and supervise installation of all ICT hardware and software applications for instructional and enterprise use.
- Advise construction teams regarding ICT needs and use in all new District construction. Verify new construction compliance with District ICT specifications and plans.
- Maintain in-depth understanding of features and functions of District approved software, hardware, operating systems, and other forms of ICT that form the basis of the District Technology Program.
- Coordinate and supervise support of all ICT hardware and software applications for instructional and enterprise use.
- Supervise troubleshooting and maintenance/repair of District hardware, software, local-area networks, wide-area networks, and other connectivity infrastructure to maintain operational status.
- Serve as primary administrator of the District student information system (SIS) database.
- Establish and implement guidelines for automated data transfer between District systems. Direct implementation of such data transfer.
- Supervise the District's web presence including the selection and use of content management systems (CMS), learning management systems (LMS), and traditional server-based pages.
- Supervise the reporting of state-required information including, but not limited to, annual pupil count, safety & discipline report, end-of-year report, and March report card.
- Generate and/or facilitate the generation of reports and presentations related to ICT and ET/IL as may be required by the Superintendent of Schools, Board of Education, Colorado Department of Education, and other state and federal agencies.
- Attend and participate in District-level leadership meetings, activities, and responsibilities.
- Seek grants and other sources of funding for ICT.

- Perform other duties as may be assigned by the Superintendent of Schools.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands or arms; talk; and hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

BUDGET AND/OR RESOUCCE RESPONSIBILITY

Responsible for developing and administering the budget for Technology and Information Services. Participate in monitoring and coordinating the budget and initiating and approving requisitions.

Responsible for proposing and administering additional capital reserve and construction budgets, as necessary.

SUPERVISORY DUITES

Directly supervise employees in the Technology and Information Services Department. Positions supervised include Technology TOSA, Information Literacy Coordinator, Network Administrator, Telecommunications Technician, Computer Technician, Data Coordinator. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; promoting and transferring employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, and terminating employees; and addressing complaints and resolving problems.