

Job Description

Job Title: Director of Technology

Pay Grade: 49

Job Classification: Exempt

Supervisor: Assistant Superintendent, Business and Support Services

Contract Length: 245

Job Summary

Responsible for leading an innovative, high performing team, dedicated to providing unparalleled Technology service and support to students, teachers and support staff of a large k-12 school division.

Essential Duties

1. Effectively communicate Technology's vision and recommend services that support best practices in the field
2. Advise and collaborate with division leadership on technology- related initiatives and determine the most efficient and cost effective approach.
3. Direct all aspects of Technology's operations to include technical support, network management, fiber optic backbone, data centers, network and data security, software and hardware systems maintenance, student information system, database management, data warehouse, telecommunications, teleconferencing, audio visual equipment, and fire and security alarm systems maintenance.
4. Work closely with Academic Leadership to ensure that key personnel are trained in the use of the Student Information System to ensure accurate data entry and reports; direct SIS development projects.
5. Direct and recommend division-wide repair and replacement schedule for all technology hardware and software to include personal computers, tablets, wireless telephones, desk-top telephones, laptops and servers.
6. Direct continuing review of present systems and methods as well as evaluation and adoption of new systems and methods that improve operation efficiency and reduce costs.
7. Direct the planning, development and execution of an efficient departmental budget that will support the vision and mission of the division.
8. Maintain an organizational structure and staffing to effectively accomplish departmental goals and support division- wide initiatives; select, train, supervise and evaluate staff to include instructional technology coaches.
9. Develop and implement the department's strategic plan; collaborate with instructional staff on developing the Instructional Technology Strategic Plan required by the Department of Education.
10. Provide project leadership and management control for significant technology initiatives funded by the division.
11. Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment and systems applicable to the K-12 environment. Lead, promote and encourage the development and implementation of innovative technology, related to instructional resources and delivery methods.
12. Make presentations to School Board and other senior level management to provide overview of initiatives and future planning.
13. Revise and write policy as necessary to keep current with technology programs, needs and processes.

Other Duties

Performs any other related duties as assigned by the Assistant Superintendent Business and Support Services or other appropriate administrators.

Job Specifications

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, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree (Master’s preferred) in business administration, information systems, operations research, leadership or related field. A minimum of 10 years of supervisory experience directly related to the duties and responsibilities specified is required; with at least 3 of those years leading large school division departments or large business enterprises. Knowledge of current technology development/trends in education; knowledge of current and developing information services requirements; ability to supervise and train employees; ability to foster a cooperative work environment. Must have experience developing, presenting and managing large budgets. Must understand how large, geographically dispersed, organizational systems work and be able to plan, organize, and direct complex, comprehensive technology programs and successfully completing these projects on time and within budget. Must be able to establish and maintain effective working relationships with school officials, administrators, staff and others.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Technology Staff

Supervision Received: Assistant Superintendent Business and Support Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Technology will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent Business and Support Services, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date