

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/14	<u>DIRECTOR, TECHNOLOGY AND INFORMATION SERVICES</u>	3.12.1
Effective Date	Job Title	Index

PURPOSE

1.0 Primary Function:

Provides District leadership in the area of technology and information services; plans, directs, and supervises the District's Technology and Information Services Department; and is responsible for driving the application of information and instructional technology to improve student achievement.

2.0 Responsibilities:

- 2.0.1 Plans, directs and oversees the daily operations of the District's technology activities. Collaboratively establishes departmental goals and objectives which are consistent with District policies; supervises assigned staff; makes presentations to the School Board and District Budget Committee; actively promotes and encourages a customer-focused environment to provide service to internal and external clients.
- 2.0.2 Creates and implements the long-term information and instructional technology strategy and plan in support of the overall district strategic plan. Creates and oversees an information technology governance strategy that ensures appropriate district priorities in alignment with the strategic plan.
- 2.0.3 Develops policies/procedures regarding technology.
- 2.0.4 Develops and monitors the information technology department budget and ensures expenditures of approved budget in conformance with District fiscal procedures.
- 2.0.5 Provides a global perspective for District use of technology, giving direction and guidance in the development and implementation of a coordinated district-wide technology program.
- 2.0.6 Provides leadership for development or selection, implementation and monitoring of information technology solutions, hardware, software, technological materials and devices.
- 2.0.7 Promotes the use of information technology to enhance core business processes for maximum effectiveness and efficiency.
- 2.0.8 Conducts research on current trends in information and instructional technology; participates in ongoing training to enhance professional skills; acquires, maintains and provides current state-of-the-art status in methods and techniques; coordinates with local, state and national alliances, institutions or agencies.
- 2.0.9 Works in conjunction with Curriculum and Instruction to plan for and provide leadership in the integration of technology into curriculum and instruction.
- 2.0.10 Manages technology-related grants, including identification of needs, writing of grant proposals, and monitoring grant implementation.

2.0.11 Keeps informed of developments and innovations in the field by reading, attending meetings and conferences, and discussing developments and problems of mutual interest with others in similar roles.

2.0.12 Performs other related duties as assigned.

3.0 Minimum Qualifications:

3.0.1 Bachelor's degree or equivalent training in computer science or management information systems.

3.0.2 Eight years of related technical experience; comprehensive knowledge of information technology systems and software; business process analysis and redesign; experience in enterprise level network and information technology operations.

3.0.3 Five years of recent successful supervisory experience; personnel management; financial management; budget preparation and management.

4.0 Term of employment: 12 months

5.0 Working Conditions: The position generally works primarily in a climate controlled office environment with minimal noise intensity levels. Frequent travel to district and non-district locations for meetings and activities that may occur in the evening or on weekends. High level of contact with district personnel and outside agencies.

6.0 Physical Requirements: Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Director, Technology and Information Services

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____