

Red Wing Public Schools Position Description

Director of Technology

General Information

Department:	District Administration and Support
Unit:	District Directors
Immediate Supervisor:	Superintendent
Grade Placement:	23
FLSA Status:	Exempt

Position Summary

The Director of Technology is responsible for supervising and coordinating the operations and staff of the department engaged in the delivery of enterprise end user support, data management, information systems, technology and telecommunication solutions, and student/business application support across the district.

Essential Duties and Responsibilities

1.	Supervises and coordinates district technology operations and staff. Supervises and plans the activities of department personnel including assigning work, monitoring projects/activities, evaluating staff performance, training staff, interviewing, selecting and initiating personnel actions.
2.	Develops and implements the District's long-range technology plan.
3.	Develops and oversees the administration of the technology budget. Approves all purchases for technology supplies, equipment, materials, computer equipment and software. Maintains accurate and complete records of all technology budgeted expenditures.
4.	Oversees the formulation, development and administration of district technology policies and procedures for the District.
5.	Collaborates and works closely with the Director of Teaching and Learning in intergrate the use of instructional technologies into instructional programming.
6.	Aligns instructional technology objectives, goals and programs to district objectives and strategies.
7.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	2 years of college
Degree Information:	Associate's Degree
Major Field of Study or Degree Emphasis:	Computer science, informational technology, management information systems, education, or related field
Required Work Experience:	Minimum of 3 years of informational technology experience
Licenses / Certifications Required:	Valid driver's license in Minnesota

Essential Knowledge Required to Perform the Essential Functions of the Position

- Technology hardware and software, network management concepts and protocols, tools and equipment including telecommunications (voice/data).
- Principles, concepts, practices and approaches to local area network/wide area network administration, computer systems, applications and interface programs.
- Supervisory and management fundamentals and principles.
- District general administrative policies and procedures (i.e. purchasing, accounting, documentation, HR, budgeting.)
- Office productivity software, student information systems, library management systems, and networked telecommunication systems, or other systems utilized by the District.
- Database management including procedures and processes for data import and export applications.
- Principles and processes associated with strategic planning, goal setting and fiscal management.

Essential Skills Required to Perform the Work

- Delegating, supervising, planning and prioritizing the daily activities of technology personnel.
- Implementing, overseeing and/or assisting district staff in the troubleshooting of network systems, telecommunications, web services, email, voicemail, and enterprise systems relevant to the District.
- Planning, coordinating and implementing district technology plans, projects and programs.
- Consulting with, advising, and collaborating with the Director of Technology & HR concerning issues and departmental requirements, needs, future technology needs.
- Planning and preparing technology budgets and overseeing the purchasing of all department hardware and software needs.
- Oversees technology plans, projects and procedures including disaster recovery procedures, the design of security procedures, department documentation processes.
- Ability to read and interpret state and federal reporting requirements.
- Organizational skills to prioritize, work independently and meet deadlines/timelines.
- Communication skills to work with staff, contractors, consultants, administrators and representatives of outside agencies to inform, persuade, explain, guide, and support technology projects and support functions.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands arms			X	
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are performed in a typical school district setting where there are minimal environmental risks or hazards associated with the work.

Classification History and Approval

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