

NOME PUBLIC SCHOOLS

P.O. Box 131
Nome, AK 99762

<http://www.nomeschools.org>

Telephone (907) 443-2231

Fax (907) 443-5144

DIRECTOR OF TECHNOLOGY

REPORTS TO: Superintendent
DATE of DESCRIPTION: April 8, 2025
JOB CLASSIFICATION: Exempt Employee
HOURS: 230 days per year
PAY: DOE

NATURE AND SCOPE OF JOB: Under the direction of the Superintendent and School Board policy, The Director of Technology provides vision and leadership for developing, implementing and managing Information Technology (IT) initiatives and functions. Reviews and evaluates the programs and activities related to instructional and information technology. Including use of technology to improve staff productivity and student learning; use of technology to maintain data and meet reporting requirements, coordination of purchase, installation, repair, and use of electronic equipment, software and computers district wide. Coordinate staff training to optimize technology use, development, optimization and oversight of district technology budget.

ESSENTIAL FUNCTIONS:

1. Directs and coordinates the school district's information management system and other technology-based services.
2. Provides the leadership and direction needed to improve administrative operations through more effective use of technology; forecasts needs and requirements.
3. Creates and maintains the annual operating and capital budgets for IT operations consistent with the District's plans and established financial guidelines.
4. Works collaboratively with School District's instructional/administrative staff to implement applications in instructional technology that enhance student achievement.
5. Provides leadership to teaching staff in best use of technology to support student learning.
6. Directs, supervises and evaluates department staff in terms of their performance responsibilities and productivity
7. Assigns technology staff priorities and activities and monitors work flow
8. Develops, implements and oversees the district wide Technology Plan.
9. Develops and maintains IT policies and standards relating to the acquisition, implementation, development and installation of major information systems for the district.
10. Negotiates IT service level agreements with user organizations and monitor IT system performance to hold IT staff accountable for meeting those service levels
11. Directs and coordinates the management of the district's internal and external web sites; collaborates with providers in departments and sites, manages access and security
12. Seeks and acquires additional financial and technology resources to support the district's work related to technology use
13. Develops and delivers reports as needed to grantors, funding agencies, district personnel and others, supports district's reporting activities
14. Develops and monitors technology budget, maintains appropriate fiscal records
15. Represents staff and District at meetings and conferences
16. Assigned as the District's Chief Information Security Officer (CISO) and is responsible for developing, implementing, and oversight of the District's Data Protection Plan and associated policies.
17. Perform such other tasks and assume other responsibilities as assigned by Superintendent.

DIRECTOR OF TECHNOLOGY

(Continued)

POSITION QUALIFICATIONS:

Knowledge, Skills and Mental Abilities

1. Ability to envision new ways to leverage technology to improve the performance of core business processes, including those directly related to educational service delivery
2. Ability to establish and manage vendor relationships to meet the needs of Nome Public Schools technology users
3. Knowledge of sound business principles and techniques of administration, organization, and management. To include an in-depth understanding of the key business issues that exist in K-12 Education
4. Ability to work with people of various personality types (flexibility).
5. Possess and demonstrate sound emotional judgment.
6. Effective organizational skills.
7. Ability to follow and successfully complete written and oral directions.
8. Competent use of computers, word processing, excel spreadsheets and other related systems.

PHYSICAL DEMANDS:

1. Occasional travel to school district office locations, buildings, classrooms
2. Often sitting for extended periods
3. Moderate lifting from 15-30 pounds.
4. Repetitive operation of computer keyboard.

EQUIPMENT USED:

1. Computer operating word-processing, spreadsheet, and database systems
2. Other standard office equipment

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

1. Master's Degree in Information Technology, Business Administration or related field
2. At least 5 years of direct management of IT Operations is essential
3. Two or more years experience in a K-12 education setting preferred
4. Experience should also include exposure to in-house and shared or outsourced systems, multiple hardware platforms, and integrated information and communication systems.
5. Current experience with the implementation and management of local and wide area computer network environments and planning systems.
6. Chief Information Security Officer certification.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS POSITION

**NOME PUBLIC SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY
EMPLOYER**