

113 TECHNOLOGY DIRECTOR

Qualifications: Minimum of 5-10 years of experience with progressively increasing responsibility for management and support of management information systems and information technology as well as information technology staff.

A minimum of a bachelor's degree in Computer Science, Management Information Systems, or a closely allied field is required.

A Masters degree in MIS, CS, or Business Administration, or a closely allied field is highly desirable. Direct management of one or more major IT operations is required.

Experience must include vendor qualification and selection with business case analysis as well as technical merit considerations.

Reports to: Superintendent of Schools

Job

Responsibilities: Provide technology vision and leadership in the development and implementation of information systems to support both educational (teaching and learning) and business operations, and achieve effective and cost beneficial enterprise-wide IT operations using open source technology where possible and appropriate.

Knowledge, Skills and Abilities:

1. Provide a vision through review and proposals of new ideas and strategies to the education staff to make both revolutionary and evolution changes to aid the education experience.
2. Develop IT policies in consultation with the Administration. Maintains and enforces all IT related policies and procedures for the organization.
3. Research and analyze various technology solutions for any business process or requirement, without dependency on a specific platform.
4. Develop selection and implementation processes that include business models, support needs, and licensing of (a) solid open source software to meet enterprise needs; and of (b) software and hardware for processing audio and video data.

113 TECHNOLOGY DIRECTOR

5. Design, implement and evaluate the systems that support end users in the productive use of computer hardware and software to meet a diverse set of institutional needs.
6. Facilitate communication between staff, management, vendors, and educators within the organization including the District Technology Roundtable.
7. Coordinate technology capabilities, use and training with curricular, instructional, building and district initiatives.
8. Consult with users on the selection of hardware and software used at BCSD for educators, students, and administrators.
9. In a problem solving process defuse conflict, analyze and resolve complex issues, both logical and interpersonal.
10. Demonstrate effective verbal, written and presentation skills geared toward coordination and education.
11. Manage the development and delivery of user-training programs that support technology use in the school community.
12. Supervise and manage the activities of a team of IT professionals.
13. Develop local and wide area network designs, implementation, and operations that support staff and internal and remote business processes.
14. Oversee, evaluate and maintain the back office computer operations of the network, including local area networks and server operating systems that provide file management, web access, email systems, system security, and back up procedures.
15. Manage multiple information and communications systems and projects, including data, voice, imaging, and office automation for the administrative staff.
16. Maintain a current working knowledge of desktop operating systems including Linux, desktop application suites, and other desktop enhancing peripherals such as printers, monitors, modems, scanners, copiers, and other equipment.
17. Work independently while maintaining a cooperative, flexible, and creative demeanor.
18. Maintain an inventory process of IT resources.
19. Prepare IT long-range and yearly budgets, prepare purchase orders, and monitor expenditures within the budget allocation.
20. Evaluate IT staff in accordance with established district procedures.

113 TECHNOLOGY DIRECTOR

21. Develop IT continuous improvement plans aligned to district and building plans; and five year technology plans that meet Ohio expectations and timelines.
22. Other duties as assigned.

Additional Working Conditions:

1. Must follow all safety guidelines for blood borne pathogens.
2. Must occasionally climb steps and / or ladders to get to various working areas in the building.
3. Must occasionally lift items weighing 40 lbs.
4. Must occasionally plug in and unplug electrical equipment.
5. May occasionally interact with students and/or adults in difficult circumstances.

Adopted: July 2007, July 2008