Job Classification:	Information Technology Director
	12 months per year
Reports to/Supervised by:	Superintendent

Summary: The Information Technology (IT) Director's role is to provide vision and leadership for developing and implementing information technology initiatives. The IT Director directs the planning and implementation of HPS systems to support business educational systems that are consistent with the District's technology plan and in accordance with state technology guidelines.

Essential Functions:

1. Act as chair of the District Technology Committee. Lead in the development of the Districts technology curriculum.
2. Provide leadership for short and long-range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others.
3. Forecasts needs, requirements and future direction for technology plan across all schools and District offices.
4. Lead in the evaluation of how technology is infused with the curriculum.
5. Evaluate District-wide information systems (i.e., student records, accounting records, human resources records, library system, etc.) and related programs.
6. Review specifications, recommendations and implementation for hardware and software and systems installations.
7. Provide leadership in the development of a technology inservice program that provides workshops on a regular basis to certified and classified staff.
8. Work collaboratively with the other members of the District's central office staff and school building staff to use technology and include technology applications as an integral part of the total instructional program.
9. Leads and interfaces with the technology team, and technology partners to resolve technical problems, ensure stability and maintain availability of technology.
10. Supervise the IT Support Staff who perform the following essential functions: the administration and support of the networks on a day to day basis; the maintenance of all technology equipment in the K-12 buildings; and the providing of service, if possible, for minor repairs to District equipment and networks.
11. Monitor an accurate inventory of all instructional technology in the District in cooperation with building level administrators.
12. Attend appropriate meetings (i.e., conventions, workshops, etc.) on a regular basis to keep abreast of current developments in computer technology and education.
13. Perform technical and creative functions, and partner with essential personnel, in the management of a user-friendly, visually appealing and informative web-based applications, which conveys a positive image of the District.
14. Ensures the security of certain areas of District websites.
15. Coordinate hardware and software purchases to avoid incompatibility and duplication.
16. Financially responsible for the technology budget as determined by the Superintendent.
17. Initiate grants and cooperative ventures with business and community cooperation.
18. Other duties as assigned by the administration.

QUALIFICATIONS:

<u>Education:</u>
Bachelor's degree in Computer Science, Management Information Systems, Business or School Administration or related field required. Master's degree in related field preferred.

<u>Experience</u>:
Advanced experience in Computer Science or School Management Information Systems. Advanced experience in public school educational environment preferred. Substantial recent experience in managing complex information technology resources involving highly skilled professional personnel.

<u>Language Skills</u>: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

<u>Mathematical Skills</u>: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

<u>Reasoning Ability</u>: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete

<u>Other Skills and Abilities</u>: Ability to interpret, apply and explain rules, regulations, policies and procedures related to assignment. Ability to communicate both orally and in writing to non-technical staff. Ability to develop effective working relationships with students, staff, and the school community. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

PHYSICAL DEMANDS: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, bend, kneel, stoop, crawl, stretch, lift and carry a variety of equipment and objects weighing up to 50 pounds. Specific vision abilities required by this job include close vision and depth perception.

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.

The noise level in the work environment is usually quiet to moderate.

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