

Technology: Director for Technology

<u>Reports to:</u>	Assistant Superintendent for Academics and Student Support Services
<u>Supervises:</u>	Administrative Assistant, Executive Supervisor for Data Infrastructure, Help Desk Manager, Senior Systems Programmer/Architect, Senior LAN/WAN Engineer, Technology Project Manager, and Technology Staff
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Appropriate Central Office Administrator Salary Schedule
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- Master's, Bachelor's, or Associate degree in Business or Technology with preference given to applicants with advanced degree and management experience in K-12 education
 - Excellent people management and motivational skills
 - Ten years of relevant experience in the IT profession with increasing responsibility
 - Five years of progressive leadership experience in managing and leading diverse technology teams in large, complex organizations
 - Strong business background a plus including expertise in running an auxiliary enterprise within budget, cost modeling and rate calculations, marketing, and delivering a highly reliable technical infrastructure within a customer-service centric model
 - Experience in leading complex projects including proposals, budgets, contract negotiations, project planning and implementation, managing staff, and problem solving
 - Certified Network Engineer/Instructor or similar certification required
 - Any alternatives to these qualifications as the Board may find appropriate and acceptable

Essential Job Functions:

- Oversees and coordinates the resources, alternative funding sources, budget, procedures and work plans of the Office of Technology to effectively accomplish technology goals, to support the district Technology Plan and to deliver prioritized services
- Supervises a diverse staff to ensure effective technology operates throughout the school system and to ensure the development and implementation of a county-wide strategic plan
- Determines long-range technology needs and develops overall strategy for system development, software/hardware acquisition, and integration of local and cloud-based computing resources

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- Manages and maximizes value obtained from Federal E-Rate, Infrastructure Bond Funds, and similar funding sources for Technology
- Coordinates closely with Core Digital Learning Team on all Technical and Policy aspects of the Digital Learning Transformation
- Oversees, motivates and evaluates staff to help achieve their individual goals, collectively achieving the department's mission and fostering leadership development throughout the district
- Provides advanced expertise in needs assessment for computer services, communication and voice services, technical services, and instructional services with administrators, technical personnel and external contact with other educational institutions, business and industry
- Participates in the overall business planning, bringing current and future knowledge of technology and systems and applying appropriate strategies to achieve the school's goals
- Assumes responsibility for highly technical bid development and the review, recommendation, adaptation, and monitoring of all contracts and purchased products
- Ensures the integrity of the school's data through security and access management
- Directs the delivery of computer services and operations for the administrative and instructional areas of the school and provides leadership for on-line delivery of academic programs
- Coordinates communication with schools and other supported units to assess Technology needs
- Directs collection of Technology Department performance metrics and user satisfaction data to drive continuous improvement
- Provides software, computing, network, and programming services in support of the district's administrative management activities
- Coordinates with other departments in the collection, transfer, storage and disposition of original records in accordance with existing legal requirements and procedures
- Assists in decision-making at the school and district level by providing accurate, timely information and recommending ways to expand services and increase productivity
- Establishes environmental and data files security procedures while ensuring compliance
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of up to 40 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, sit, squat, bend, stand, grasp, balance, climb, kneel, crouch and type for extended periods of time (up to 10 hours)
- prepare, read, comprehend and analyze a variety of complex forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job relate terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions maintaining effective working relationships
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of job specific office machines and other office equipment
- manage multiple high priority initiatives in a fast paced, highly technical environment
- successfully perform the planning, directing, reporting and administrative responsibilities of this position