DIRECTOR OF TECHNOLOGY SERVICES

MISSION

➢ To establish and champion a bold vision for moving the District to the forefront of technology integration, with a particular focus on classroom-based applications that support adaptive assessment and adaptive instruction
➢ To provide the technological infrastructure necessary to support staff in improving instructional outcomes, teacher effectiveness, administrative leadership, and District communication with internal and external audiences
➢ To support District administrators at both the school and central office levels in making informed decisions about hardware and software for administrative purposes and in using the technology infrastructure to the greatest advantage to achieve District goals
➢ To integrate cost-effective applications of technological hardware and software into all aspects of the teaching-learning process, with an emphasis on the use of instructional technology as a means of accelerating, deepening, and expanding student achievement

SCOPE OF RESPONSIBILITY

The Director of Technology Services envisions and works to provide a robust technology infrastructure that supports not only current but also emerging and potential technologies throughout the District, including hardware and mobile devices used to access information from the student information system, the data warehouse, and the District website. The Director guides and monitors the application of instructional technology, and provides input into the selection of hardware and software for educational purposes. The Director also provides leadership for integrating technology into the instructional framework, with an emphasis on enhancing student outcomes, teacher effectiveness, and school-family communications. The Director of Technology Services is responsible for the leadership and implementation of Districtwide functions involving computer networks, telecommunications, cloud storage, and other technological devices and applications germane to administrative purposes. The Director also provides and/or directs the provision of professional development related to instructional and administrative uses of technology. The Director is a member of the Superintendent's Cabinet.

PERFORMANCE RESPONSIBILITIES

• Establishes the District's technology vision and long-range plan to meet the present and future needs of District staff and students and to achieve District goals.
• Provides leadership for the design, configuration, operation and maintenance of a robust technology infrastructure that supports current and emerging technologies, such as mobile and hand-held wireless devices.
• Directs the design and administration of operational systems and servers (e.g., email systems, autodialers, voice and video systems, directory services, print queues, device assignments, mass storage systems, backup systems, disaster recovery, security, antivirus, spyware) and ensures availability of services to all authorized users.
• Analyzes technology needs in consultation with District leaders and end users; recommends updates, replacements or enhancements of hardware and/or software; and manages the purchase, delivery, and installation of new systems.
• Oversees the selection, implementation, and operation of a student information and data warehouse system for the management and reporting of all student-related information. The desired system will include an online parent portal that enables parents to monitor their

children's attendance, behavior, and academic performance, and to communicate with school staff. The system will have import/export capabilities for interfacing with related systems such as transportation, nutrition services, special education, library systems, autodialer systems, and online student learning systems.

- Provides leadership for the establishment and maintenance of Business Intelligence applications, such as the integration of administrative technology for financial and human resources systems.
- Establishes and oversees a Districtwide electronic imaging and document management system to reduce need for storage space for paper archives and to improve access to records.
- Establishes a Help Desk that works in concert with in-building technology support and repair services to support end users in the schools and District offices.
- Supports the Director of Research and Planning in designing an interactive data dashboard accessible through the District website.
- Works with District leaders to ensure that delivery of professional development for all personnel routinely incorporates technology, particularly applications relevant for the classroom, including opportunities for some components of professional development to be delivered online and other components to be embedded.
- Interfaces with District-level directors in providing professional development to ensure that both Central Office and school-based staff develop proficiency in selecting and using the most appropriate technological tools for specific purposes.
- Works with District-level directors to identify and develop model classroom sites where teachers can observe the effective integration of technology into teaching and learning.
- Collaborates with District-level instructional leaders to develop a technology framework for the most effective integration of technology into teaching and learning, with consideration for adaptive assessment, adaptive instruction, differing student learning styles, and Core Content State Standards; implements this framework; and develops methods of monitoring its effectiveness in a continuous improvement cycle.
- Provides leadership in developing and implementing a plan for the incorporation of technology into all aspects of the instructional program, including the provision of Internet security.
- Works with the Associate Directors of Curriculum and the District's Instructional Technology Team to adopt and implement a K-12 continuum of technology skills and curriculum, aligned with ISTE National Education Technology Standards to prepare students for college and career, and to ensure that students are developing proficiency in applying technology to achieve academic objectives.
- Works with District-level instructional leaders to support the use of collaborative technology within interactive settings (e.g., online tutorials, video conferencing, video streaming, virtual and distance learning, and social networking), particularly for students who need course recovery or accelerated academic opportunities.
- Collaborates in the review, selection, implementation, monitoring, and evaluation of virtual and distance learning initiatives, including the provision of technical support for the implementation of online courses and learning management systems.
- In collaboration with other Directors, develops policies and procedures around the use of technology and software to ensure compliance with federal and state laws.
- Directs and supervises the daily operations and personnel of the Technology Services Department, including analyzing workflow, establishing priorities and timelines, developing and monitoring standards, evaluating performance, and ensuring optimal utilization of staff to

provide a high level of customer service and satisfaction, with a focus on being innovative and responsive to user needs.

- Develops and maintains external partnerships in the community and at state and national levels to expand technology-related opportunities for District students and staff, including summer technology internships and dual credit for online coursework through community colleges.
- Develops partnerships with other districts around common needs/interests for the advancement of District goals and economies of scale.
- Works with the Chief Financial Officer, the Director of Research and Planning, and the Instructional Directors to align program needs and outcomes with planned expenditures for technology, in order to promote the most cost-effective use of district resources.
- Plans, develops, and implements the Technology Department budget, and assists in developing the technology component of proposed bonds.
- Attends all meetings of the Board of Education and provides input, when requested by the Superintendent, related to administrative and instructional uses of technology.

REQUISITE KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to the District's vision and mission and to the equitable distribution of resources
- Proficiency in multiple modes of communications (e.g., voice, data, messaging)
- Extensive knowledge of hardware and software applications for educational purposes
- Knowledge of data privacy laws and practices
- Ability to approach problems and issues from multiple perspectives and to recommend multiple applications of technology to address District needs
- Ability to absorb, analyze, and organize information and ideas and to present oral and written reports in a manner appropriate to audiences with technical as well as non-technical backgrounds
- Ability to move comfortably between emerging and existing technologies, software, and tools in ways that engage staff and students
- Ability to communicate effectively and work collaboratively with District staff, the Oregon Department of Education, parents, community members, and other stakeholders
- Ability to prepare and manage budgets, address multiple priorities, lead and supervise staff, adapt to change, and meet timelines

MINIMUM QUALIFICATIONS

Education

- BA/BS degree in Computer Science, Information Systems, Educational Technology, or related field required, including coursework in strategic implementation of technology and innovation, management information systems, and database management technology
- Knowledge and applied understanding of instructional applications of a wide range of hardware and software in a variety of educational settings
- Master's degree in one of the above areas preferred

Experience

- Five (5) years of successful experience in an administrative position working with networked and electronic data systems, preferably in an educational setting
- Experience with Windows, Linux, and Mac OS X-based computing environments
- Supervisory experience in directing and managing professional and classified staff
- Expertise and experience in providing training in the administrative and/or instructional uses of technology
- Experience with education-related technology tools and applications desired
- Experience in developing and managing budgets and in planning for capital bonds
- Consideration will be given to an alternative combination of experience and training that provides the required knowledge, skills, and abilities and that encompasses the essential functions

WORK ENVIRONMENT

- Duties are performed in office, school, and community settings.
- Execution of responsibilities may require overtime work beyond the standard workday and workweek.

ORGANIZATIONAL ELEMENTS	
Reports To	Superintendent
Supervises	Professional and classified staff
Employee Unit	NA – Senior Level
Pay Grade	
Length of Work Year	days
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