



## Job Description

**Job Title:** Executive Director of Technology

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Chief Operations Officer

**Pay Grade:** 52

**Contract Length:** 245 Days

### **Job Summary:**

Position is responsible for providing departmental direction, strategic planning, leadership and management of the division's academic and administrative technology and information systems and services.

### **Essential Duties**

1. Oversees the operations of the division's technology information services department to include technological support services, systems administration, data analytics, information security and infrastructure, student information systems, network services, instructional technology services & online learning.
2. Serves in a leadership role for the school divisions strategic planning as it relates to technology systems and services.
3. Prepares and manages the department's annual budget to include cost and productivity analyses.
4. Develops, revises and implements policies and procedures for the technology and information services department.
5. Manages the research, evaluation, procurement, selection, installation and utilization of computer software, hardware and communication networks for administrative and instructional functions.
6. Research, recommends and directs the implementation of all district wide projects to include new applications and changes to existing computer systems and software packages.
7. Designs and oversees the organizational structure and staffing of the department to include recruitment, training, evaluation and overall supervision.
8. Develops all technology and information services goals and objectives and ensures they continually align with the school division's strategic plan and mission.
9. Ensures school division's security of data with all information systems, communication lines and equipment.
10. Assists in identifying instructional initiatives and priorities, and delivers needed solutions as it relates to educational technology.
11. Evaluates the integration of division's technology plans and systems. Makes recommendations of cost reductions, improvements or enhancements to the overall efficiency in an effort to meet division needs and goals.
12. Partners with academic leadership to ensure key personnel are trained in the use of the Student Information System to ensure accurate data entry and reports; direct SIS development projects.
13. Collaborates with instructional leadership on developing the Instructional Technology Strategic Plan required by the VDOE.
14. Make presentations to the Superintendent, School Board and other senior level management to provide overview of initiatives and future planning.
15. Develop and oversee the division wide instructional technology plan.
16. Maintain knowledge base with respect to relevant state-of-the-art technology, equipment and systems.
17. Performs other duties as assigned.
18. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Stays informed of new technologies and trends.
2. Performs any other related duties as assigned by Chief Operations Officer or other appropriate administrator.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications**

Must possess a Master’s degree in computer science, management information systems, operations research, leadership or related field. A minimum of 10 years of supervisory experience directly related to the duties and responsibilities specified is required. Preferred experience working in one to one educational environment. Knowledge of current technology development/trends in education; knowledge of current and developing information services requirements; ability to supervise and train employees; ability to foster a cooperative work environment. Must have experience developing, presenting and managing large budgets. Must understand how large, geographically dispersed, organizational systems work and be able to plan, organize, and direct complex, comprehensive technology programs and successfully completing these projects on time and within budget. Must be able to establish and maintain effective working relationships with school officials, administrators, staff and others.

**Working Conditions & Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

**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. Duties are normally performed in a inside and outside. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Technology Department

**Supervision Received:** Chief Operations Officer

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director of Technology will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Operations Officer or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

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Employee Name (Print)

Signature

Date

04/2022 CR