Job Description

Job Title: Executive Director, Technology

Supervisor: Assistant Superintendent, Business & Support Services

Position Code: IE26

Pay Grade: 52

Job Classification: Exempt

Contract Length: 245

Job Summary
Position is responsible for strategic planning, administration and leadership of the division’s information systems and infrastructure. Recommends information technology policy for both administrative and academic information systems. Responsible for effective resource utilization.

Essential Duties
1. Communicate Technology’s vision and services to officials, division staff and community.
2. Advise and collaborate with division leadership on technology related initiatives.
3. Directs all aspects of Technology’s operations to include technical support, network management, software and hardware systems maintenance, student information system, database management, telecommunications, teleconferencing, computer and server purchases, audio visual equipment, fire and security alarm systems maintenance.
4. Directs continuing review of present systems and methods as well as evaluation and adoption of new systems and methods that improve operation efficiency and reduce costs.
5. Directs the planning, development and execution of departmental budgets that will support the vision and mission of the division.
6. Maintain an organizational structure and staffing to effectively accomplish departmental goals; recruit, train, supervise and evaluate staff.
7. Lead the development and approval of the department’s strategic plan to include annual updates.
8. Provide project leadership and management control for significant technology initiatives funded by the division.
9. Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment and systems applicable to the K-12 environment.
10. Manage the evaluation, selection, procurement, installation and utilization of division technology.

Other Duties
1. Performs any other related duties as assigned by the Assistant Superintendent Business and Support Services or other appropriate administrators.

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 (Knowledge, Skills and/or Abilities Required)
At a minimum must possess a Bachelor’s degree (Master’s preferred) in business administration, management information systems, operations research, or related field. A minimum of 10 years of supervisory experience directly related to the duties and responsibilities specified is required, with at least 3 of those years leading key departments preferred. 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 budgets. Must understand how large organizational systems work and be able to plan, organize, and direct complex, comprehensive technology programs. 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 sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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 an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Technology Staff

Supervision Received: Assistant Superintendent Business and Support Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent Business and Support Services, 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:

__________________________  __________________________
Supervisor                                         Date

I acknowledge that I have received and read this job description.

__________________________  __________________________
Employee Name (Print)   Signature                                         Date