

GRESHAM-BARLOW SD 10J
2020-2021 Director of Technology Services (DW) (1640)

JOB POSTING

Job Details

Title **2020-2021 Director of Technology Services (DW)**
Posting ID **1640**
Description **Posting Date: May 20, 2020**

Director of Technology Services
District Wide
240 days, Probationary Contract
1.0 FTE
Start date: 8/3/2020, Exact date to be determined
Compensation: \$116,575 - \$128,708

In-district and Out-of-District Applicant Deadline: Open until filled. Apply through gbsdjobs.com

POSITION SUMMARY: Provides leadership, strategic planning and vision in the use of information technology for District operations and support. Develops and establishes standards for administrative and instructional technology, acquiring hardware and software, implementing and managing technology systems and networks to ensure reliability and operational effectiveness.

The Director of Technology Services serves under the broad guidance and administrative supervision of the CFO and Assistant Superintendent of Curriculum, Instruction and Assessment. Work is guided by, and must be in compliance with, federal and state law, operational direction of the CFO, policy direction of the School Board, and compliance with state and local regulatory agencies.

MINIMUM QUALIFICATIONS

Education, Training, Experience, Licensure and Certification

- Minimum of five years in a field related to educational technology
- Teaching or administrative experience in a public school preferred but not required
- Licenses, Certifications, Bonding, and/or Testing Required:
- Bachelor's degree or equivalent
- Valid Driver's license and evidence of insurability
- Criminal Justice Fingerprint Clearance
- Training Required: That which is required to perform job functions listed above. Teacher or Administrative license preferred, but not required

MAJOR RESPONSIBILITIES AND DUTIES

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

- Responsible for development, implementation, operation, monitoring, and evaluation of the technology program for the District
- Provides 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
- Responsible for maintaining technology operations to include systems administration, network management, telecommunications management, system and data security, system and data backup and emergency recovery plans
- Plans for, establishes, and maintains the District-wide data base systems
- Responsible for assuring data integrity and assisting staff in data access and utilization.

- Responsible for establishing standards for the purchase of equipment, software, related media, and supplies for district technology integration and management activities and supervises the system-wide inventory of technology assets
- Works collaboratively with District and Instructional Leadership Teams to plan for, and integrate, technology as an integral part of the instructional program
- Works with all other instructional administrative staff, including school based administrators, to implement and support instructional technology initiatives
- Advises the District leadership on the financial implications of technology programs and administers programs within approved budget parameters including allocation of financial, technology, and staff (FTE) resources
- Supervises 18 district staff members that have responsibility for supporting technology, and oversees organizational management in all assigned areas
- Assures that functions are effectively structured and approves position structures and operating practices essential to the development and delivery of quality programs and services
- Assesses, evaluates, and provides for training and professional development of subordinate staff

OTHER JOB FUNCTIONS

- Represent the district with other agencies (e.g., the MESD) and organizations with respect to the district's interests in technology
- Represents the district with the following groups: State IT Managers Advisory Group, State Data Collection Committee; ECITE (East Count IT Execs), ACPE, and CTA (Cascade Technology Alliance)

PHYSICAL REQUIREMENTS:

- Ability to:
 - Sit, stand or walk for prolonged periods of time
 - Talk and hear conversations
 - Use precise control of fingers and hand movement, often in a repetitive movement such as keyboarding
 - Reach for and handle objects
 - Use close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Regular focus on a computer screen
- Bending, stooping, kneeling and lifting up to 15-45 pounds may also be required on occasion

WORKPLACE EXPECTATIONS:

- Maintaining regular and punctual attendance. In case of an absence site and/or district protocol for reporting absences is followed
- Maintaining appropriate confidentiality regarding information relating to students, staff, and district operations
- Dress in a professional and appropriate manner for the assignment and the work setting
- Exercising prudent judgment
- Work independently in the performance of routine duties
- Follow all District policies and work procedures
- Utilize the District's electronic systems and applications related to the position
- Participate in required meetings and trainings related to the position
- If employee is bilingual, interpretation, translating documents, and/or communicating orally in the second language may be required
- Cultivate and model a respectful working and learning environment

***Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment.
Gresham-Barlow provides equal access to individuals with disabilities.***

Shift Type

Full-Time

Salary Range

Per Year

Location

Technology Center

Applications Accepted

Start Date

05/20/2020