



JOB TITLE: DIRECTOR OF TECHNOLOGY SERVICES

FLSA: Exempt—Non-Represented

PURPOSE: The Director of Technology Services provides leadership to ensure that district technology supports teaching, learning, and district operations. This role sets a clear vision for technology services, aligns that vision with district goals, and supports staff and students by providing access to high-quality tools. The Director of Technology Services reports to the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and supervise district technology services so that technology resources are reliable, secure, and accessible for all students and staff.
- Lead a long-term vision for technology in the school district that supports teaching, learning, operations, and communication across the district and community.
- Direct and supervise the daily operations and personnel of the Technology Services Department. This includes monitoring workflow, establishing priorities and timelines, developing and monitoring performance standards, and providing staff development for this department.
- Oversee technology infrastructure (e.g., email, business management systems, communication platforms, student and staff devices, storage, cybersecurity, and disaster recovery) to ensure availability, safety, and efficiency.
- Stay current with research and best practices in educational technology and communicate insights to staff and leadership.
- Collaborate with the Student Growth and Experience Department to design and oversee professional development that integrates technology into classroom curriculum.
- Partner with leadership in Finance, Operations, Human Resources, and Student Growth and Experience to align technology investments with district goals and ensure responsible use of resources.
- In collaboration with district leaders, develop technology-related policies that align with state and federal requirements
- Collaborate with staff and leaders to align technology resources with school district goals that improve instructional outcomes.
- Oversee the timely and accurate management of district data and information.
- Support district emergency communications, including website and notification systems.
- Develop and manage the Technology Services budget.
- Coordinate hardware, software, and licensing purchases that align with instructional and operational needs.
- Manage technology contracts and vendor relationships.
- Facilitate the District Technology Committee, which includes administrators, teachers, and community members, to advance the district's vision and goals.
- Work with community partners to promote ethical and effective use of technology.
- Build partnerships with neighboring colleges, universities, and agencies to support district technology needs.
- Serve as liaison with local agencies (i.e., Linn Benton Lincoln Education Service District), providing software applications and information systems to the school district.
- Foster a culture of innovation, customer service, and responsiveness to user needs.



- Serve on district and community boards and committees.
- Stay current in trends, laws, and best practices in educational technology and leadership.
- Perform other related duties as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Demonstrate courtesy, professionalism, and collaboration to build trust with staff, students, families, and the community.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students, and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities. Ensure punctuality in meeting deadlines, attending meetings, and following a schedule.
- Carry out work responsibilities with strong organizational skills used effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Present oneself in a professional manner appropriate for an educational environment.
- Meet applicable district physical ability/health and safety guidelines for the position.

QUALIFICATIONS: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA/BS degree in Computer Science, Information Systems, Education Technology, or related field required.
- Five years of successful experience in an administrative position working with networked and electronic data systems, preferably in an educational setting.
- Teaching or instructional experience helpful but not required.
- Experience with a variety of software applications being used in the district, as well as emerging applications.
- General knowledge of networking, data center design, storage, custom application development, and other emerging technologies.
- Knowledge of technologies and software being used in the classrooms, and the ability to apply the knowledge to staff development planning, troubleshooting, and the allocation of staff resources.
- Familiarity with instructional and assessment strategies grounded in current research.
- Knowledge of state standards, curriculum frameworks, and state/federal education laws.
- Strong interpersonal skills with the ability to work effectively with diverse groups.
- Demonstrated ability to work with all elements of the district community to resolve conflicts and build consensus for action and to solve problems.
- Excellent communication (listening, writing, speaking) skills.



- Ability to see both the “big picture” and the details of district operations.
- Ability to think creatively and support innovation.
- Ability to exhibit professionalism and effective human relations.
- Supervision skills, including team-building, coaching, mentoring, and evaluating staff and student workers.
- Ability to facilitate meetings and collaboration efforts with staff and community.
- Ability to collect, record, store, retrieve, assimilate, organize, and utilize information and records electronically and by using traditional methods.
- Excellent organizational skills combined with flexibility for managing multiple tasks and projects.
- Ability to travel among district facilities as needed, and, if driving, the ability to meet district driving standards.
- Standard Red Cross First Aid certification, or the ability to obtain certification within two months of hire, may be required.

PHYSICAL DEMANDS: 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 accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of the job.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is:

- Regularly required to sit for extended periods of time.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle, or feel objects, tools, or controls.
- Regularly required to lift, move, or carry up to 25 pounds.
- Regularly required to stand or walk (occasionally on an uneven surface), reach with hands and arms, and stoop.
- Occasionally required to travel within and outside of the district.
- Occasionally required to kneel or crouch.
- Occasionally required to lift and/or move up to 50 pounds.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts. The employee is required to handle and work with a variety of materials and objects.

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.



The noise level in the work environment could be moderate to high. The employee's work is almost exclusively indoors. Sometimes there can be variations in temperature on the job. Evening and/or extended work hours often are required.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

EMPLOYEE STATEMENT: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature

Date

DIRECTOR OF TECHNOLOGY SERVICES

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature