

**Walla Walla Public Schools**  
**DIRECTOR OF TECHNOLOGY AND INFORMATION SERVICES (Job No 2021-17)**

**JOB POSTING**

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**Job Details**

*Posting ID*

**Job No 2021-17**

*Title*

**DIRECTOR OF TECHNOLOGY AND INFORMATION SERVICES**

*Description*

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**PURPOSE STATEMENT**

As a member of the Superintendent’s Cabinet Team, the Director provides district-level leadership in the area of technology and information services. She/he plans, directs, and supervises the district's technology department and associated services. Through an equity lens, the director is responsible for driving the application of information and instructional technology to improve student achievement.

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**ESSENTIAL FUNCTIONS**

1. Oversee daily operations of the technology services department to ensure success of the District’s information technology programs.
2. Support the carrying out of the District’s strategic plan.
3. Provide district vision for how technology can be used to address equity and overcome the opportunity gap, enhancing instruction and learning for both students and staff.
4. Support the district’s library/media program staff, providing guidance and direction when needed.
5. Evaluate status of technology implementation and identify new and emerging technologies.
6. Direct, supervise and evaluate the technology department staff and instructional technology support staff.
7. Develop and maintain effective communication and working relationships with all staff, providing direction and support for building, department, and district technology planning.
8. Provide planning for large-scale IT projects such as replacement schedules, infrastructure upgrades, telecommunications, classroom technology integration and grants.
9. Recommend and/or establish, distribute, and implement District and department policies, procedures and standards for the purpose of ensuring the efficient, equitable and effective use of District resources.
10. Supervise the installation, operation, support and growth of all telecommunications and data systems for the purpose of consistent and reliable operations.
11. Collaborate closely with the District’s Curriculum and Instruction team for the purpose of developing, promoting and maintaining a positive educational program that meets the needs of all instructional staff.

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**REPORTING RELATIONSHIPS**

- Reports to the Superintendent

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**MINIMUM QUALIFICATIONS**

**Education and Experience**

- Bachelor’s Degree or higher in computer science, business, information systems or a related field.
- Eight years of related technical experience; comprehensive knowledge of information technology systems and software; application of technology in an

educational setting; experience in enterprise level network and information technology operations.

### Knowledge, Skills and Abilities

- Bilingual English/Spanish preferred.
- Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.
- Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the district.
- Ability to establish and maintain effective working relationships with a variety of people.
- Ability to establish and maintain a strong customer service philosophy.
- Ability to provide instructional leadership in technology, curriculum and instructional integration.
- Working knowledge of a variety of utility software applications and a wide range of end user applications, both administrative and academic.
- Examples of creative, innovative and collaborative problem solving.
- Budget development and leadership experience.
- Demonstrated skills in collaborative decision-making and consensus building.
- Demonstrated skills in project planning, management and implementation.

### Licenses/Special Requirements

- Must possess a valid driver's license.
- Completed Employment Application/ Background Check.
- Must complete Walla Walla Public Schools Risk Management and Bloodborne Pathogens Training upon hire.

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### TERMS OF EMPLOYMENT

Salary: \$122,000 - \$142,000. Depending on experience and education.  
Start date: July 1, 2021 or sooner if possible.

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### CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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### APPLICATION PROCESS

Submit online application to include:

- Letter of application detailing candidate's experience and qualifications as they relate to required position qualifications.
- Resume
- 3 letters of recommendation

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The Walla Walla School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The Walla Walla School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact (509) 527-3000. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Civil Rights Compliance Coordinator**

**Title IX Coordinator**

Liz Campeau, Director of HR  
Education  
364 S. Park Street  
Walla Walla, WA 99362  
(509) 527-3000  
[lcampeau@wwps.org](mailto:lcampeau@wwps.org)

**Section 504/ADA Coordinator**

Libby Thompson, Director of Special  
364 S. Park Street  
Walla Walla, WA 99362  
(509) 527-3000  
[lthompson@wwps.org](mailto:lthompson@wwps.org)

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$122,000.00 to \$142,000.00</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>Administrative</b>
<i>External Job Application</i>	<b>Administrative</b>	<i>Internal Job Application</i>	<b>Administrative</b>
<i>Location</i>	<b>District Office</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<i>General Start Date</i>	<b>03/26/2021</b>
<i>Internal End Date</i>	<i>General End Date</i>	<b>04/16/2021</b>

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<b>Judy Hui</b>	<i>Title</i>	<b>Administrative Assistant for Human Resources</b>
<i>Location</i>	<b>District Office</b>	<i>Phone</i>	<b>509-526-6712</b>
<i>Email</i>	<b>jhui@wwps.org</b>		

**References**

<i>Automatically Send Reference Check</i>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Administrative</b>
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