

CHARIHO REGIONAL SCHOOL DISTRICT

Job Description



Position Title Director of Educational Technology and Information Systems

Reports To Superintendent

Level/Grade

Type of position: 12 Month 10 Month Contractor Extra Curricular

The Director of Educational Technology and Information Systems is responsible for the leadership, development, implementation, evaluation, and oversight of all instructional and informational technology, including but not limited to strategic planning; policy development; infrastructure and security; data production and analysis; and personnel management. These responsibilities support efforts to achieve the District's goals, with particular emphasis on student learning and technical support to non-instructional operations. The Director will work collaboratively as part of the District's leadership team.

Qualifications

- Bachelor's Degree in Computer Science, Information Systems, Educational Technology or related field; Master's Degree preferred
- Three years of experience in role related to instructional design, digital learning, technology integration, and/or educational computing applications
- Technical knowledge of networks and technology trouble-shooting; experience with Windows-, Linux-, and Apple-based environments; knowledge of Crystal Reports preferred.
- Ability to manage multiple projects and communicate effectively, both orally and in writing.

Essential Duties and Responsibilities (*other duties may be assigned*)

- Create, promote, and sustain a dynamic, digital-age learning culture that provides a rigorous, relevant, and engaging education for all students.
- Evaluate the performance of technology department personnel; set personal and department goals aligned with district goals.
- Provide digital-age leadership and management to continually improve the organization through the effective use of information and technology resources.
- Establish, maintain and improve systems for the provision of user-friendly support to leaders, faculty and staff, students, and the general community.
- Participate in the district strategic planning process, lead the development and evaluation of the district technology plan, and support the development and evaluation of school technology plans.
- Demonstrate understanding of the role of technology in the educational process, including as it relates to technology integration, professional development, digital textbooks, on-line learning, and one-to-one computing environments.
- Produce and/or analyze data related to budget, human resources, and other non-instructional operations; participate in the budget development process.
- Responsible for data management, production and integrity across core business and financial systems, including but not limited to in-house payroll and tax preparation documentation.
- Maintain robust infrastructure to support comprehensive and state-of-the-art instructional and non-instructional applications.
- Model and facilitate understanding of social, ethical, and legal issues and responsibilities related to an evolving digital culture.
- Demonstrate professional knowledge, skills, and dispositions in content, pedagogical, and technological areas, as well as adult learning, leadership, and management.
- Oversee telecommunications system.
- Represent the District at regional, state, and national meetings and conferences.

- Develop and submit E-rate application.
- Oversee accurate development and submission of Rhode Island Department of Education required reports.
- Lead district initiatives, collaborating across departments and schools, which support adoption and implementation of technology in all aspects of school business, including those that improve teaching and learning and promote 21st century skills.
- Propose initiatives that would result in cost-efficiencies as a result of the use of technological applications.
- Coordinate timely purchasing, including pre-purchase review for compatibility, and installation of technology hardware and software.
- Develop technology-related bids and RFP's in compliance with district policy.
- Work effectively with vendors and other providers.
- Maintain technology portfolio and inventory.
- Facilitate management of district and school websites, apps, and official social media outreach efforts.
- Lead district technology meetings and professional development activities; present information to the School Committee and district committees, as required.
- Research, seek, and administer technology-related grants.
- Additional duties as assigned by the Superintendent of Schools.

Supervises

- Data Systems Specialist, Computer Technicians and Clerical Staff

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, grants, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

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 essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

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 this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

- Bachelor's Degree in Computer Science, Information Systems, Educational Technology or related field; Master's Degree preferred

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Creation Date: 3/1/2014

Revised Date:

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.