

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### DIRECTOR I - INFORMATION TECHNOLOGY

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution or equivalent experience in one or more of the following areas: Curriculum and Instruction, Instructional Technology, or Management Information Systems.
- (2) Minimum of three (3) years successful experience in dealing with District-level administration of information technology.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of hardware and software trends and innovations; application and solution development processes; professional development approaches; funding requirements and opportunities; vendors' areas of expertise and specialization; and available assistance from professional organizations and governance sanctioning bodies in the Information Technology (IT) industry with regard to establishing and maintaining an effective school district computing environment. Ability to organize and implement major and minor changes in structure, method, procedures, and work flow among IT systems and personnel. Knowledge of telecommunications and Web technologies as applied to delivery of reliable, consistent, and responsive district-wide computing services. Knowledge of network, desktop, server, and virtualized operating systems and enterprise management systems in order to devise and manage appropriate K-12 computing services in schools and offices. Knowledge of cognitive theory as it is applied to current and emerging computer driven pedagogies. Knowledge of Florida statutes, state and district Board policies, state and federal regulations and regulatory agencies, and professional standards related to effective school district IT governance. Ability to use considerable judgment in developing methods and strategies to accomplish tasks. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

#### REPORTS TO:

Assistant Superintendent – Operations

#### JOB GOAL

To provide leadership in planning, implementing, monitoring, and appropriately evolving a technology environment that supports the District's mission and strategic aims.

#### SUPERVISES:

Administrative Secretary III (2), one assigned to Technology Services and one assigned to Management Information Systems  
Coordinator, Technology Services  
Coordinator, Management Information Systems  
Programmer Analyst I – Web Technologies (Web Master)

#### PERFORMANCE RESPONSIBILITIES:

## DIRECTOR I – INFORMATION TECHNOLOGY (Continued)

### Service Delivery

- \* (1) Orchestrate a collaborative work environment among personnel and work groups within the Information Technology (IT) Department that promotes efficient and effective technology usage in all District processes.
- \* (2) Develop IT governance documentation (regarding policy, standard operating procedures, long term planning, and budget) using the input provided by Coordinator, Mission Information Systems (MIS) with regard to: mission critical applications, hardware, telephony, and functions; data analysis, security, and management; and stake holder feedback regarding the quality of IT administrative and instructional services.
- \* (3) Develop IT governance documentation (regarding policy, standard operating procedures, long term planning, and budget) using the input provided by Coordinator, Technology Services with regard to: Wide and Local Area Network security, reliability, management, and speed; server and workstation specifications, operating systems, security, reliability, and management; technology professional development delivery modalities and comprehensiveness; and stake holder feedback regarding the quality of IT administrative and instructional services.
- \* (4) Interact directly and consistently with all levels of IT technical services and information systems personnel to maintain a confident, informed, and coordinated work atmosphere.
- \* (5) Ensure the District's internal technological processes and stakeholder services comply with community expectations and applicable laws and regulations for privacy, security, and social responsibility.
- \* (6) Mentor and educate the District's stakeholders with regard to technological vision, opportunities, and challenges.
- \* (7) Promote an IT culture that embraces community assistance and collaboration by developing policies for appropriate availability of District technological solutions and infrastructure, online processes and services, and technical expertise.
- \* (8) Establish an IT governance process that meets government, IT best practices, and District expectations for information privacy.
- \* (9) Direct development and execution of an enterprise-wide information security plan that protects the confidentiality, integrity, and availability of the District's data and servers.
- \* (10) Direct development of an enterprise-wide disaster recovery and business continuity plan.
- \* (11) Develop, implement, monitor, and update standard operating procedures for the Information Technology Department.
- \* (12) Assist the Superintendent's Staff with the identification of opportunities and risks regarding delivery of District functions as Web-based services including opportunities for innovation and assessment of online environment obstacles and technical hurdles.
- \* (13) Coordinate the deployment of effective Web-based strategies that address the communications, public access, service delivery, and instructional functions of the District.
- \* (14) Collaborate with the District Web master and pertinent Superintendent's Staff to maintain a graphic design and Web interface "look and feel" that will create a positive online District identity and an intuitive user interface to District business, administrative, and instructional functions and information.
- \* (15) Articulate IT positions and recommendations for the Superintendent's Staff regarding: proposed District technology initiatives' viability and potential impact on the efficiency and security of the District-wide computing environment; IT budgets and other District budgets impacting IT services delivery; IT resource allocation priorities and IT staffing levels; administrative, instructional, and operational systems standardization; technology's role in the instructional process; vendor contract language consistent with District priorities and long term interests; and technology professional development strategies for all District employee categories.
- \* (16) Assist the Superintendent's staff, and other pertinent administrative personnel with development and implementation of strategies for the use of technology to align District curricula with the Florida Sunshine State Standards. Provide technical and professional leadership for the

## DIRECTOR I – INFORMATION TECHNOLOGY (Continued)

- development, implementation, monitoring, and evaluation of the District Technology Plan and Technology Strategic Goals.
- \* (18) Chair the Superintendent's District Technology Advisory Committee and the District Technology Strategic Planning Committee.
  - \* (19) Investigate grant opportunities and initiate grant applications using the input of IT Coordinators and other germane District staff that address the District Technology and Strategic Plans.
  - \* (20) Provide input to the superintendent's staff concerning the District's Technology requirements for inclusion in the District's legislative agenda items.
  - \* (21) Monitor technology procurement options to ensure that technology expenditures are fiscally, technically, and logistically sound.
  - \* (22) Provide oversight and guidelines for the justification and procurement of all hardware and software.
  - \* (23) Define and communicate District expectations and standards for acquiring or developing systems, equipment, or software.
  - \* (24) Ensure that technology standards and best practices are maintained across the organization.
  - \* (25) Supervise recruitment, training, retention, regulation, and organization of IT staff in accordance with District hiring processes, personnel policies, and budget requirements.
  - \* (26) Monitor the effectiveness of staff development activities delivered to Information Technology personnel.
  - \* (27) Provide administrative over-site and advocacy assistance during the initial deployment stages of major District technology initiatives including: liaison functions with vendor senior management personnel; solicitation for timely access to critical vendor support personnel; establishment of attainable deployment timelines; chain of command specifications; and continuous notification to pertinent District personnel regarding attainment of critical milestones, training, security, and operating procedures.
  - \* (28)\* (7) Develop and implement tools and strategies for gathering data relevant to customer satisfaction and quality of services delivered by the Information Technology Department.

### **Inter / Intra-Agency Communication and Delivery**

- \* (29) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \* (30) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (31) Communicate Information Technology policy and guidelines to IT staff, Department Directors, Superintendent's staff, appropriate standing committees and external agencies.
- \* (32) Respond to concerns and inquiries in a timely manner.
- \* (33) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- \* (34) Work closely with District and school staffs to support school improvement initiatives and processes.
- \* (35) Disseminate information and current research to appropriate personnel.

### **Professional Growth and Improvement**

- \* (36) Keep well informed about current trends and best practices in areas of responsibility.
- \* (37) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (38) Facilitate the development, implementation, and evaluation of staff development activities provided in assigned areas.
- \* (39) Promote and support professional growth for self and others.
- \* (40) Maintain up-to-date knowledge of technology standards, industry trends, emerging technologies, and software development best practices by attending relevant conferences, participating in

## DIRECTOR I – INFORMATION TECHNOLOGY (Continued)

professional organizations, consulting vendors, and reading professional literature.

- \*(41) Contribute to the efficiency and standardization of software development approaches, technical solution recommendations, and IT governance best practices among Florida school districts by: collaborating with peers in other districts; lawful sharing of application code and programming strategies; presenting at professional conferences, and contributing to the construction of professional organization position and guidelines documents.

### **Systemic Functions**

- \*(42) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \*(43) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \*(44) Represent, consistently, the District in a positive and professional manner.
- \*(45) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \*(46) Provide leadership and direction for the assigned areas of responsibility.
- \*(47) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- \*(48) Utilize appropriate strategies and problem-solving tools in making decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- \*(49) Assist in implementing the District's goals and strategic commitments.
- \*(50) Exercise proactive leadership in promoting the goals and mission of the District.
- \*(51) Provide oversight and direction for cooperative planning with other agencies.
- \*(52) Set high standards and expectations for self and others.
- \*(53) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(54) Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- \*(55) Facilitate problem solving by individuals or groups.

### **PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

## **Administrative Salary Schedule - Pay Grade 3**

**Board Approved: August 19, 2003**

**Date of Revision: April 21, 2009**