

INTERNAL/EXTERNAL

POSITION: Director of Technology

QUALIFICATIONS: Advanced degree with five (5) years of recent administrative experience or other equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

SUPERVISOR: Superintendent

JOB GOAL: Provides vision and leadership for the BAISD's technology and information systems function; plans, organizes, and directs the design, development, acquisition, and implementation of BAISD technology and information systems to meet current and future technology needs. Leads the integration of technology into instructional models.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provides strategic direction and leadership for the BAISD Technology Department, (and where requested/needed constituent districts regarding technology and information systems) in collaboration with management, develops short and long-term goals, objectives and strategies related to technology and information systems.
2. Ensures a reliable and secure technology infrastructure which meets current and future BAISD technology and information system needs.
3. Consults with management to determine information and technology requirements and priorities of various departments; provides the necessary resources to evaluate, install, maintain and upgrade system applications and meet customer needs.
4. Directs the continuing review of present technology and information systems; determines appropriate changes to effect improvements, reduce costs, and enhance efficiency; implements changes within limits of BAISD resources.
5. Provides project management, operations and contractual expertise for Technology Department and the BAISD.
6. Develops strategic alliances to promote and support BAISD goals and objectives.
7. Provides direction and support to Technology Department personnel to ensure effectiveness and efficiency; plans, organizes, assigns, and delegates work; provides diagnostic and ensures technical training and instruction for Department personnel to maintain and enhance knowledge skills.
8. Provides direction and support to Printing and Graphics Department personnel to ensure effectiveness and efficiency.
9. Engages in ongoing education to maintain and enhance professional competence, knowledge, skills, and to determine best practices in order to effectively perform all assigned responsibilities; maintains updated knowledge of statutes, regulations, and standards in the field of information technology services.
10. Coordinates technology services to include staff development, hardware and software upgrades, and services needed with the Superintendent, BAISD Directors, BAISD Technology Team, constituent districts and end users.
11. Coordinates the development and revision of procedures related to technology hardware/software/Internet usage, maintenance, acquisition/purchase, and security to conform to Board policy, state and federal statutes, and acceptable use.
12. Manages and negotiates contracted technology related services agreements and the services performed under the agreement.
13. Collaborate in the evaluation, selection and implementation of instructional technology materials and software including managing special education web-based curriculum as appropriate.
14. Collaborate with administrators and teachers to develop a plan for integrating technology into standards-based curriculum designs.
15. Work with ISD curriculum staff to develop and implement technology-enhanced curriculum integration projects.
16. Assist with the implementation and integration of the Michigan K-12 Computer Science (CS) Standards.
17. Collaborate with the BAISD Assistive Technology team regarding student needs and potential resources to better support students with disabilities.
18. Model the integration of technology into classroom instruction.
19. Promote the use of online curricular resources for teachers and students.
20. Coordinate professional development for staff which focuses on the integration of technology to improve teaching and learning.
21. Assist in the creation and management of new technology learning initiatives. This includes supporting the change from traditional modes of instruction to innovative modes which utilize technology and address differentiated learning styles.



Position Opening

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22. Remain current in the instructional technology profession through participation in relevant professional associations, conferences, research, and publishing.
23. Participates in REMC 6 and RITS state, district and regional meetings.
24. Actively engage in, provide and promote the REMC Association's classroom resources, professional learning and projects through local communication channels and through hosting local events.
25. Assists with the coordination and technology needs for all conferences.
26. Participates in Curriculum Council providing updates and professional learning and support as necessary.
27. Exercises appropriate discretion in the protection and release of confidential information.
28. Assists in the development, revision, and monitoring of assigned budgets.
29. Be present in buildings with regular and continued attendance and punctuality.
30. Follows all Board Policies and Guidelines.

SALARY 2022-23: BAISD Administrative Salary Schedule, Strand A. Dependent upon candidate's educational and experience background.

DATE OF POSTING: March 2, 2022

APPLICATION DEADLINE: Until Filled

APPLICATION PROCEDURE: Cover letters/resumes/transcripts/certifications must be submitted online via the employment link at:

www.baisd.net.

Policy Against Discrimination and Retaliation (Title II, Title VI, Title VII, Title IX, Section 504)

The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bay-Arenac ISD provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other orientation status protected by federal, state or local law.

Grievance Procedure: If any person believes the Bay-Arenac ISD or any part of the school organization is in some way discriminating on the basis of race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by the Bay-Arenac ISD, he/she may bring forward a complaint which shall be referred to as a grievance, to the Bay-Arenac ISD Civil Rights Coordinator at the following address: Becky Smith, Director of Human Resources, Civil Rights Coordinator, Bay-Arenac ISD, 4228 Two Mile Road, Bay City, MI 48706, 989-667-3201.