JOB POSTING
INTERNAL/EXTERNAL
DIRECTOR OF TECHNOLOGY AND MEDIA SERVICES

By joining together with our community and families, DeWitt Public Schools will provide an environment of excellence that results in the achievement of every student to become successful and contributing citizens in a global society.

Summary of Duties

Provides vision and leadership for the District's technology and library systems. Plans, organizes, and directs the design, development, acquisition, and implementation of District technology and information systems to meet current and future technology needs, while supporting the primary goals, objectives, operating plans, and policies of the District. Organizes, assigns, and directs the work of network technical staff, including coaching/mentoring, evaluating performance, addressing complaints, and resolving problems. Performs other supervisory responsibilities. Leads and coordinates Technology Department projects. Ensures technical support to provide for efficient operation of all District technology and information systems in order to provide maximum resource availability to all users.

Reports to

Reports to the Superintendent

Education/Certifications

- Bachelor's degree from a four-year college or university in computer science, information technology, or related area of an equivalent combination of education and experience.
- MSBO CTO Certification preferred or willing to obtain.

Experience

This position requires a minimum of three years of related experience in information technology in a complex, multi-location organization, with at least 1 year in a systems management role, including systems analysis and development, network infrastructure design, telecommunications system design, business process analysis, financial plan development, and project management; and experience with business software applications, processing logic, data management, and business contracts.

Responsibilities

- Works collaboratively with district administrators and building administrators and directors to facilitate the decision-making and problem-solving processes in the area of technology services.
- 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 District resources.
- Negotiates with vendors and provides project management for implementation of technology software, equipment, and services.
- Establishes district hardware and software requirements/specifications, supervises proper legal licensing practices.
- Sets standards for technology use for students and instructional staff.
- Attends instructional events and meetings with other districts in the county and region.
- Schedules and chairs district technology committee and district media center meetings.
- Ensures a reliable and secure technology infrastructure that meets current and future District technology and information system needs.
- Performs, coordinates, and assists with projects, programs, activities, and events as needed or assigned.
- Establishes policies, procedures, and work standards for the Technology Department.
- Provides direction and support to Technology Department personnel to ensure effectiveness and efficiency; plans, organizes, assigns, and delegates work; provides diagnostic and troubleshooting support for Department personnel; ensures technical training and instruction for Department personnel to maintain and enhance knowledge skills.
- 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.
- Exercises appropriate discretion in the protection and release of confidential information.
- Provides data and support information for grant and federal program applications.
- Oversee website development and maintenance.

DeWitt Public Schools are preparing students today for the challenges and opportunities of a global society.

- Develops/obtains and distributes training materials and support documentation for technology systems.
- Oversees help desk operations.
- Oversees district data management and pupil accounting.
- Insures cyber security measures and training.
- Oversees district technology inventory management.
- Works with the bond committee to provide counsel, expertise, and implementation of technology-related improvement and additions to the district.
- Performs other related duties as directed by Supervisor.

Qualifications/Requirements
- Ability to simultaneously manage multiple complex projects including effective methods of planning, deployment, prioritizing, and assessing system performance.
- Extensive knowledge of supporting and managing large-scale information technology systems including network design, software licensing, virtualization, LAN/WAN infrastructure, VOIP, access control, inventory management, public address and emergency notification systems, etc.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of school programs, policies, and operational needs.
- Ability to speak effectively before groups of parents or employees of the organization as well as in digital communication methods.
- Ability to perform highly complex and technical tasks.
- Ability to communicate effectively with both technical and non-technical personnel, at multiple levels within the organization.
- Ability to supervise and develop/mentor subordinates.
- Ability to establish positive working relationships, demonstrate customer service skills, and function in a professional manner.
- Ability to work both independently and cooperatively as a team member.
- Interpersonal skills to deal effectively with highly important issues where the need may exist to change the thinking of others and gain the acceptance of others in difficult situations requiring sensitivity to the ideas and values of others, diplomacy, and salesmanship.
- Ability to provide a flexible technology office work environment to encourage long-term staff development and team building.
- Ability to understand and support a wide variety of audiovisual equipment, including coordination necessary to provide the best possible end-user experience in classrooms and large group learning spaces.
- Experience managing multiple administrative tools, ranging from SCCM, Active Directory, Google Admin Console, Adobe Admin console etc.

Compensation
$70,000-$80,000 annually, based on experience and education, full benefit package.

FLSA
EXEMPT

Work Schedule
52-week position at least 40 Hours per week. Meeting/Event attendance on weekends and evenings as requested. Ability to respond to school requirements during off-hours for emergency situations.

Application Deadline
Internal: Friday, April 8, 2022; 4:00 p.m.
External: Until Filled

Application Process
Interested and qualified internal and external applicants need to apply by going to our website at http://jobs.dewittschools.net and clicking on the DeWitt Public Schools link under Employment Opportunities.