

Imlay City Schools Position Description

Position Title	ICS Director of Technology	Department	District Wide
Reports To	ICS Superintendent	Approved By	Superintendent
Date	April 2026	Salary	\$72,000-\$90,000 <i>*Commensurate w/ experience</i>

Position Available: As Soon As Possible

At Imlay City Schools, we see success in our students every day. Through strong relationships, engaging instruction, and a supportive school community, our staff works together to ensure every student, every day, has the opportunity to learn, grow, and succeed.

SUMMARY: The Director of Technology provides strategic leadership and operational oversight for all district technology systems to ensure secure, reliable, and innovative services that support teaching, learning, and district operations. This position is responsible for planning, implementing, maintaining, and evaluating the district's technology infrastructure, cybersecurity practices, instructional technology systems, and data management processes. Additional duties include technology budget, asset planning, procurement, and staffing.

QUALIFICATIONS

Education

1. Preferred: Master's or Bachelor's degree in Information Technology, Computer Science, Educational Technology, or related field.
2. Will consider candidates who do not meet the preferred education requirements if they have recent and relevant work experience

Work Experience

1. Required: 5+ years of recent and relevant experience in a comparable capacity
2. Preferred: 5+ years of recent and relevant experience in a comparable capacity in a school setting or education environment

Knowledge of

- Network architecture, switch configuration and management, wireless systems, cloud platforms, server administration, device management (Chromebooks), integrated security systems, and telecommunications to ensure reliable and scalable district-wide technology systems.
- Firewall management and configuration, Cybersecurity best practices, risk mitigation, and data protection.
- Cybersecurity best practices, risk mitigation, data protection, encryption, and compliance with federal and state regulations, including FERPA, CIPA, and student data privacy laws.
- Student Information Systems (SIS) (preferably PowerSchool SIS), Learning Management Systems (LMS) (preferably Google), instructional software, digital curriculum tools, and effective classroom technology integration.
- E-Rate processes, public sector procurement, board policies related to technology, records management, and regulatory reporting requirements.
- Budgeting, capital planning, project management, personnel supervision, and long-range technology planning aligned with district goals.



ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Develop and implement the district's technology plans aligned with instructional and operational goals.
- Advise the Superintendent and Board of Education on technology initiatives, infrastructure investments, and emerging trends.
- Lead digital transformation efforts to support teaching, learning, and district operations.
- Oversee district-wide network infrastructure, servers (cloud and on-premise), telecommunications, and wireless systems.
- Evaluate emerging technologies and make data-informed recommendations.
- Provides technical direction for managing information to all systems within the organization through planning, training, and evaluation of technology as a tool.
- Directs technical support for student attendance, personnel, accounting, confidential record maintenance, and related compliance functions.
- Directs and coordinates the acquisition of hardware for educational and management functions.
- Ensure compliance with federal and state regulations (e.g., FERPA, CIPA, data privacy laws).
- Implement and monitor cybersecurity protocols and data protection practices.
- Negotiate and manage vendor contracts and service agreements.
- Develop and manage the technology department budget.
- Oversee E-Rate funding and related reporting
- Supervises, evaluates, and provides leadership for building a cohesive team within the technical staff.
- Produce quality work by being thorough and paying attention to detail.
- Provide necessary support and back-up to co-workers as needed.
- Report for work on-time as scheduled.
- Perform duties and responsibilities in accordance with District policies.
- Perform other related duties and responsibilities as assigned

SKILLS

Strong technical expertise in network infrastructure, cloud systems, cybersecurity, and student information platforms, while also demonstrating strategic leadership and sound budget management. The role requires the ability to align technology systems with instructional and operational goals, ensure data privacy and regulatory compliance, and oversee reliable, secure district-wide technology services. Equally important are strong communication, problem-solving, and customer service skills, as the IT Director works closely with administrators, staff, students, vendors, and the Board of Education to support effective and innovative learning environments. The ideal candidate demonstrates a strong ability to lead both strategically and operationally. This includes the ability to develop and implement a long-range technology plan aligned with district goals; oversee and maintain secure, reliable network and data systems; and manage cybersecurity risks and regulatory compliance.

ABILITIES

To perform this job successfully, an individual must satisfactorily perform each essential duty. The requirements listed below represent the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in this environment is moderate to loud, depending on the activity, the time of day, and the location. Duties are performed indoors and occasionally outdoors.

Language: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the Superintendent, administrators, teachers, other ancillary staff, and the Board of Education.



Mathematical: Ability to work with mathematical concepts, use problem-solving skills, and handle computer system-related tasks.

Reasoning: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical: The position may require sitting for extended periods, using computer equipment, lifting and transporting technology equipment (e.g., servers, network devices, computers), and traveling between district buildings.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

