



District Office
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TITLE: Director of Technology	FLSA: EXEMPT
REPORTS TO: Superintendent	POSTED: August 14, 2026
SALARY: Per Administrator Compensation Model - Range is currently \$83,192 - \$104,005	NUMBER OF DAYS: 260 Days
LOCATION: Technology Department at St. Johns Middle School	START DATE: Mid to late September 2026

POSITION SUMMARY

Provides vision and leadership for the District's technology 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.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA. The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Provides strategic direction and leadership for the Technology Department and the District with regard to technology and information systems; in collaboration with District Administration develops short and long-term goals, objectives, and strategies related to technology and information systems
- Provides day-to-day supervision, direction, and support to network-related personnel and contracted vendors; plans, organizes, assigns, and delegates work; evaluates work for appropriate solutions, effectiveness, and efficiency; ensures compliance with Department/District policies, procedures, and standards; ensures technical training and instruction for Department personnel to maintain and enhance knowledge and skills
- Hires, trains, coaches, develops, and evaluates subordinates; initiates disciplinary action as indicated
- Ensures a reliable and secure technology infrastructure that meets current and future District technology and information system needs

- Consults with District Administration 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 District needs
- 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
- Directs technical support for student attendance, personnel, accounting, confidential record maintenance, and related compliance functions
- Provides technical expertise, assistance, and support to Technology Department personnel
- Plans, coordinates, and manages projects, programs, activities, and events as needed or assigned
- Develops, implements, and maintains the annual operating and capital budgets for the Technology Department; ensures that expenditures are managed with established parameters
- Negotiates vendor contracts for information technology products and services
- Develops and reviews Department policies, procedures, and standards
- Participates in the development of Department and District technology-related goals and objectives
- 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
- Participates in weekly Department meetings; attends various information technology meetings and conferences at the county and state level
- Exercises appropriate discretion in the protection and release of confidential information
- Performs other related duties as directed by supervisor.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- 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.

CERTIFICATES, LICENSES, REGISTRATIONS:

- MSBO CTO certification *preferred* or willing to obtain.

EXPERIENCE:

- A minimum of five to seven years of related experience in information technology in a complex, multi-location organization - *preferred*.
- A minimum of three years experience with technology project management, data center operations, clustered and virtualized server environment, network infrastructure, and computer workstation configuration and support - *preferred*.
- Three years of progressively responsible supervisory experience - *preferred*.
- This position has supervisory responsibilities.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Skilled in the management and operation of technology environments for administrative and educational functions.
- Skilled in communications, human relations, team building, ability to manage using a shared decision-making approach, and collaboration.
- Knowledge and skill in the application of innovative educational technologies.
- Ability to read, analyze, and interpret 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 groups of managers, clients, customers, and the general public
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to communicate effectively with both technical and non-technical personnel, at multiple levels within the organization.
- Ability to define information technology hardware, software, and service specifications and purchase or contract for these products and services.
- Ability to manage complex projects with significant financial impact.
- Ability to supervise and develop/mentor subordinates.
- Ability to function with keen attention to detail.
- Ability to coordinate a project involving a team; ability to meet project deadlines.
- Ability to prioritize multiple tasks, meet tight deadlines, and remain organized when frequently interrupted.
- Ability to establish positive working relationships, demonstrate customer service skills, and function in a professional manner.
- Ability to handle stressful situations and maintain a calm and professional demeanor.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) 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.

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 sit or stand for long periods of time; use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up heavy objects. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small

numbers. While performing the duties of the job, the employee is required to travel to other buildings and locations using their own transportation.

WORK ENVIRONMENT:

Frequent overtime or night work is required. Work beyond a 40-hour week and attendance at evening and weekend meetings as required. Ability to respond to school requirements at any time. 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 the work environment usually varies. Work is performed indoors all year round with occasional outdoor work.

If interested in this position, please apply through [Fast Track](#).

A completed online application is required for all applicants.

This position will be posted until August 21, 2026, or until filled.

It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.