

Rochester Community Schools

Director of Technology (1945)

JOB POSTING

Job Details

Posting ID **1945**
Title **Director of Technology**
Description **April 26, 2024**

We announce the following vacancy in the Rochester Community Schools. Applications will be accepted **until filled**.

DIRECTOR OF TECHNOLOGY

QUALIFICATIONS:

1. Master's Degree in Educational/Instructional Technology or related field.
2. Multiple years of related experience.
3. Multiple years of successful building/departmental leadership experience.
4. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Deputy Superintendent for Teaching and Learning

SUPERVISES: Responsible for supervision of all technology department staff

JOB GOAL:

Provides technology leadership at the district, county and state level. Assumes responsibility for the day to day operations of the technology department. Provides leadership in the areas of technology integration, project planning and implementation, coordination and monitoring of daily staff and student support, hiring, budget planning, and instructional practices.

PERFORMANCE RESPONSIBILITIES:

- Supervises the day-to-day activities of assigned staff. Duties include hiring, training, coaching, and evaluating performance.
- Works cooperatively with departments to define technology requirements generated by business and instructional strategies and operating requirements.
 - Coordinates and oversees execution of the district strategic plan as it relates to technology.
 - Assists with the development and implementation of the technology budget.
 - Authorizes purchases and assures expenditures are within the approved budget.
 - Analyzes the current business environment to detect critical deficiencies and recommends solutions for improved usage of information and instructional technology.
 - Defines, negotiates, and manages service level agreements with internal and external service providers to ensure proper service levels are established and maintained.
 - Establishes project teams consisting of end users, vendor and district staff and provides direction in the design, development, testing and implementation of technologies which address complex business problems.
 - Works cooperatively with end users and teams to develop solutions to complex district needs.
 - Coordinates and oversees execution of the district strategic plan as it relates to technology.

- Monitors and reports project priorities and progress.
- Serves as technology integration manager for support systems requiring technology selection or development, deployment planning, professional development and support.
- Provides technical assistance and support to department staff in usage of automated operational, administrative and instructional programs to ensure optimal utilization of new and existing technology.
- Keeps abreast of new products, developments and trends in the business operations and educational technology field that may affect business services and processes.
- Monitors assigned functions to ensure compliance with related regulatory standards and achievement of organizational goals. Initiates corrective action as necessary.
- Participates in the development and implementation of district strategic/operational plans, programs, systems, standard operating procedures, technologies, and recordkeeping practices.
- Evaluates current procedures and processes for accomplishing district objectives.
- Attends curriculum review cycle meetings.
- Protects confidentiality of records and information.
- Manages appropriate capital, service contracts and expense budgets.
- Administers federal and state grants for instructional technology.
- Prepares and oversees preparation of district documents and reports as required.
- Oversees maintenance of complete and up-to-date district files and records.
- Actively participates on technology and curriculum committees as directed.
- Schedules and conducts team meetings.
- Performs such other duties as may be required by the Deputy Superintendent.

KEY SKILLS AND ABILITIES

- Systems understanding of technical environments
- Thorough understanding of technology tools, new/old/cutting edge/trends
- Cost analysis skills
- Skilled in nuanced and professional discussions with customers, employees, management
- Knowledge of instructional design and curriculum development
- Knowledge of learning styles
- Interpersonal/communication skills
- Ability to multi-task
- Ability to work with minimal supervision
- Leadership/supervisory skills
- Team player
- Creativity
- Self-starter
- Flexibility
- Ability to manage work pressures (e.g. deadlines)
- Ability to work with distractions
- Problem-solving skills
- Organizational skills
- Research skills
- Presentation skills
- Ability to work with sensitive materials and maintain confidentiality

Revised 1992; 7/95; 7/96; 5/02; 7/03; 7/18; 4/2024

Shift Type

Full-Time

Salary Range

\$95,000 to \$132,000

<i>Salary Code</i>	Per Year	<i>Job Category</i>	Administrative - District
<i>External Job Application</i>	Administrator	<i>Internal Job Application</i>	Administrator
<i>Location</i>	Administration Building	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	04/26/2024	<i>General Start Date</i>	04/26/2024
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>
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