

# Central School District 13J

Independence, Oregon

## Central School District 13J is hiring a District Technology Director to start July 1, 2023.

### JOB SUMMARY

Provides District leadership in the area of technology and information services; plans, directs, and supervises the District's Technology and Information Services Department; and is responsible for driving the application of information and instructional technology to improve student growth and achievement as well as staff leadership and continuous improvement.

The District Technology Director works to lead the day-to-day management of the district technology and information services that supports instruction in the schools and operations of the administration across the district.

The Technology Director directs the work of the technology department staff and print shop staff. The focus of these departments is to deliver efficient and timely service to district students and staff.

The District Technology Director monitors and maintains the district's network to ensure consistent availability, reliability, and security. They perform maintenance on servers, routers, switches and other equipment, as necessary.

Apply: <https://central13j.tedk12.com/hire/index.aspx>

### BASIC DUTIES AND RESPONSIBILITIES

Basic duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Supports an inclusive culture that promotes the ongoing improvement of teaching and learning for students and staff of all backgrounds.
2. Promotes and maintains an emotionally healthy and physically safe environment for all students and staff.
3. Plans, directs and oversees the daily operations of the District's technology activities. Collaboratively establishes departmental goals and objectives aligned to District policies; supervises assigned staff; makes presentations to the School Board and District Budget Committee; actively promotes and encourages a customer-focused environment to provide service to internal and external clients.
4. Facilitates the creation of and implements the long-term information and instructional technology strategic plan in support of the overall district strategic plan. Creates and oversees an information technology governance strategy that ensures appropriate district priorities in alignment with the strategic plan.
5. Develops and implements policies/procedures regarding technology.
6. Provides a global perspective for District use of technology.
7. Works with Teaching and Learning to plan for and provide leadership in the integration of technology into curriculum and instruction.
8. Provides leadership for development or selection, implementation and monitoring of information technology solutions, hardware, software, technological materials and devices.
9. Conducts research on current trends in information and instructional technology; participates in ongoing training to enhance professional skills; acquires, maintains and provides current state-of-the-art status in methods and techniques; coordinates with local, state and national alliances, institutions or agencies.
10. Maintains a positive and client friendly relationship.
11. Maintains effective communication with administration regarding day to day operations, project schedules and upcoming changes.
12. Performs other related duties as assigned.
13. Ensures maintenance and backup of network systems, district websites and data.
14. Ensures the district has safe technology/information systems and equipment.
15. Is an advocate for all students. Is an advocate of equitable practices, policies and actions.

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### QUALIFICATIONS

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

- **Education:** Bachelor's degree or equivalent training in computer science or management information systems. Four Year Degree in Computer Science or High School diploma and four or more years of responsible server installation, integration and management, followed by at least one year of practical server management experience under the supervision of an experience network engineer or equivalent.
- **Experience:** Eight years of related technical experience; comprehensive knowledge of information technology systems and software; business process analysis and redesign; experience in enterprise level network and information technology operations. Five years of recent successful supervisory experience; personnel management; financial management; budget preparation and management. Knowledge and experience with applicable records and confidentiality laws and policies, including but not limited to The Family Educational Rights and Privacy Act (FERPA)
- **Works well with others.** Ability to work as a member of a team. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Confidentiality:** The employee maintains the integrity of confidential information relating to agency records and data, students, families, colleagues and district patrons. The employee uses or relays personal and agency information only in the course of performing assigned responsibilities. Maintains that our information systems comply with local, state and federal requirements including (but not limited to) FERPA.
- **Must have a valid driver license and safe driving record.** Receive blood borne pathogen training, child abuse, sexual conduct and any other District required training. ODE Fingerprint/Background clearance required.
- **Other:** Must possess a personal vehicle to travel within the District and other sites/locations as necessary.

### 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 talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and

reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

**Work Environment:** 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 work is performed in the network and technology department facilities, but also includes classroom and school settings. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. This job is performed in a generally clean and healthy environment.