Position Description
Director of Information Technology

Salary Level: **Based on Act 93 Agreement**

Contract/Benefits: **Based on Act 93 Agreement**

Department or Area: **Information Services**

Reports To: Executive Director of Technology

Revised Date: March 27, 2025

Prepared by: Dr. Ramona Hollie-Major, Director of Talent Management & Recruitment

Approved by: William Seng, Executive Director of Human Resources

Qualifications:

1. Bachelor's Degree in Information Technology or a related field required; Master's Degree preferred.

2. Minimum five years' experience in working with technology, including operating systems, telephones, voicemail, hardware, and software applications.

3. Experience in development of an administration of budgets including grant writing and administration.

4. Excellent organization and communication skills.

5. Demonstrated skills in applying computer technology and business software efficiently and effectively.

6. Satisfactory work record & criminal/child abuse clearances (Acts 34 and 151).

7. 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

8. Such additional or alternatives to the above qualifications as the board or superintendent may determine appropriate and acceptable.

Summary

Plans, administers, and supervises system-wide the implementation, operations, maintenance, and support of all information technology in the district, including all systems for instructional activities, school district, and individual school management.

Essential Duties and Responsibilities

1. Acts as primary contact for all new information services and oversees the implementation of those services.

2. Develops monitoring techniques to measure levels of satisfaction of school district personnel and initiates programs to increase satisfaction.

3. Develops and provides client support required to ensure that the technology systems are used effectively, including developing and providing training programs, providing "help desk" support, and promoting user forums and discussion points.

4. Assesses user needs, translates them into technical objectives and works with the staff to define and implement practices and procedures on the selection, use and support of information technology.

5. Manages the acquisition of information technology for the school district, including equipment standards, vendor selection, contract negotiation, and performance management as well as maintains the reliability and availability of school district information technology hardware and software.

6. Maintains for clients the availability and usability of electronic data and develops appropriate backup procedures for the effective handling of "down time" in the utilization of information technology.

7. Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively in support of district administrative and educational operations.

8. Serve as and/or collaborate with the District's ERATE Specialist to ensure all Federal guidelines and CIPA compliancy.

9. Implements comprehensive maintenance plans for desktop, server, and network technology as well as safeguards information technology and its associated data from unintentional and malicious damage, loss, and use.

10. Creates and implement information technology security practices and procedures, including those for both the physical and electronic access to the school district's information technology assets and data.

11. Makes recommendations concerning policy matters relative to information technology as well as facilitate technology information exchanges among school district personnel, vendors, and business partners.

12. Provides technical and business training, motivates, supports, and encourages professional growth, and oversees the efficient and effective utilization of the information technology staff.

13. Provides, directs, and organizes essential contract resources to meet those needs that cannot be met through existing staff capabilities and services and supervises and evaluates the performance of contracted personnel.

14. Develops the budget for information technology as well as oversees purchase plans related to technology.

15. Provides research data to assist in the evaluation of information technology hardware and software as well as reviews, evaluates synthesizes, and presents current research findings concerning applications of information technology.

16. Acquires and expands an understanding of the school district's mission, while creatively applying that knowledge to help the school district attain its vision.

17. Provides leadership in the school district's information technology organization and coordinates implementation of the school district's technology plan.

18. Attends all public-school board meetings, participates in committee meetings, and presents on selected issues and programs, as necessary.

19. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the Superintendent of Schools and/or the Deputy Superintendent.

Supervisory Responsibilities

Supervises the technology department. Is responsible for the coordination and evaluation of these individuals. Responsibilities include interviewing, recommending for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Interpersonal Relations

Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others.

Oral Communication

Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills.

Written Communication

Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

Teamwork

Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of faculty, staff, and/or team above own interests and recognition; Able to build group commitment to goals and objectives.

Leadership Skills

Visionary Leadership

Provides vision and inspiration to peers and subordinates; Mobilizes others to fulfill the vision; Displays passion and optimism.

Change Management

Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation

Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently when appropriate; Sets expectations and monitors delegated activities; Provides

recognition for results.

Leadership

Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People

Includes faculty, staff, and/or team in planning and decision-making; Takes responsibility for the performance of faculty, staff, and/or team; Makes self accessible to faculty, staff, students, and/or team; Provides regular performance feedback to faculty, staff, and/or team; Develops the skills of faculty, staff, and/or team and encourages growth; Continually works to improve supervisory skills.

Quality Management

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Fosters a focus on quality in others.

Analytical

Synthesizes complex or diverse information; Collects and analyzes data; Uses research, experience and intuition to complement data.

Safety and Security

Observes safety and security procedures when appropriate; Determines appropriate action beyond safety and security guidelines.

Problem Solving

Identifies and resolves problems in a timely manner; Gathers and analyzes facts relating to the problem skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

Organizational Skills

Cost Management

Works within approved budget; Conserves district/school resources.

Diversity

Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Assembles a diverse staff/team.

Organizational Support

Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals and values.

Strategic Thinking

Develops strategies to achieve district's goals; Understands district's strengths & weaknesses; Aligns work with strategic goals; Adapts strategy to changing conditions.

Personal Competencies

Judgment

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Ethics

Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity.

Motivation

Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals

Planning/Organizing

Prioritizes and plans work activities; Uses time efficiently; Sets daily/weekly goals and objectives.

Professionalism

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect regardless of their status or position; Accepts responsibility for own actions.

Personal Quality

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality.

Dependability

Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Innovation

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. Specifically, the administrator must be capable of hearing forty (40) decibel loss maximum. Specific vision requirements include seeing with acuity of twenty (20) inches or less and far acuity of at least twenty (20) feet with normal depth perception, field of vision and accommodation. The administrator is required to use hands to fingers or handle documents, telephone, etc. The employee is required to stand and walk for sustained periods of time throughout the district and climb stairs. The employee

must be capable of receiving oral communication and/or conveying details and/or important instructions to employees accurately and quickly, using good judgment.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____   Date: _____
Individual serving in this position