



## Allentown School District Executive Director of Technology

Salary Level: <i>Act 93 Agreement</i>	Reports To: <i>Chief Financial Officer</i>
Contract: <i>12 months</i>	Prepared Date: <i>February 2, 2024</i>
Benefits: <i>Act 93 Benefits Program</i>	Prepared By: <b>William Seng, Executive Director of Human Resources</b>
Office: <i>Office of Financial &amp; Operational Services</i>	Approved By: <b>Jen Ramos, Deputy Superintendent</b>

### ***QUALIFICATIONS:***

- Master’s degree preferred, with a major in technology, computer science, or related field from an accredited college or university
- Five (5) or more years or progressive experience in the field of technology with at least two years in a management role. Education technology experience preferred.
- Extensive knowledge in technology resources to support public sector systems
- Knowledge of local and wide area network infrastructure design, management, operations, security, and administration; network management hardware and software, multi-protocol network administration, Windows Operating Systems
- Experience in development of and effective management of budgets
- Satisfactory work records and criminal/child abuse clearances
- Such modifications or alternatives to the above qualifications as the Superintendent may determine appropriate and acceptable

Note: To successfully serve in this role, 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.

### ***SUMMARY***

The Executive Director of Technology will provide strategic leadership and direction for technology necessary to support all facets of district operations, including instruction and administration. This position ensures robust and reliable access to technology, tools, and resources, delivered through excellent customer service. The Executive Director of Technology fosters technological innovation and supports effective and efficient utilization of a wide variety of software and hardware, directs software system integrations, while supporting instructional technology.

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

- Develop and oversee implementation of the District’s strategic direction for delivering efficient and effective programs and services to meet the technology needs of the District in alignment with the District’s strategic plan, vision, and goals.

- Oversee and ensure the achievement of positive outcomes for all areas of the Office of Technology including but not limited to the creation and implementation of a technology plan to ensure that technology is leveraged to enhance teaching, advance learning, and increase the effectiveness of business systems.
- Provide districtwide vision and leadership for developing and implementing technology initiatives that support District's goals
- Direct and/or coordinate the development of specifications for the procurement of hardware, software, telecommunications, and support services to support the District's initiatives
- Maintain 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.
- Implement comprehensive maintenance plans for desktop, server, and network technology as well as safeguard information technology and its associated data from unintentional and malicious damage, loss, and use.
- Maintain and monitor district technology equipment inventory, assess equipment life cycles and recommend equipment replacement schedules
- Create 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.
- Ensure that the design, development, and implementation of enterprise applications and infrastructure systems support the needs of teaching, learning, and operational efficiency
- Maintain 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.
- Develop, continuously monitors, and respond to customer satisfaction measures, to ensure effective support provided to school district personnel through the help desk among other methods
- Prepare and administer the District's budgets related to technology
- Develop and enforce policies and procedures to ensure the protection of information technology assets and the integrity, security, and privacy of data entrusted to or maintained by the District.
- Update and maintain District technology policies and procedures in compliance with state and federal laws and regulations and in alignment with best practices
- Coordinate and implement federal and state contracts and grants related to technology services, including managing the District's e-Rate projects, in compliance with guidelines
- Serve as a thought partner and counsel to the CFO and Superintendent as a member of the extended cabinet of the District and ensure district leadership is aware of critical and emergent issues in a timely manner
- Attend all public-school board meetings, participates in committee meetings, and present on selected issues and programs, as necessary.
- Prepare materials for leadership and the Board of Directors as requested
- Serve as a District representative at local, regional, state, and national meetings and events pertaining to areas of responsibility
- Supervise and evaluate the performance of assigned team members
- Stay current on new developments in the field and build the capacity of the department and its individual team members
- Analyze and use data to inform decisions to develop and implement ongoing strategic updates to the district's technology plan, strategic plan, and/or other district initiatives
- Perform duties in a professional, ethical, and responsible manner
- Perform such other tasks and assume such other responsibilities as may be assigned or delegated

by the Superintendent.

## ***SUPERVISORY RESPONSIBILITIES***

Directly supervises office and team members, as well as any other team members in all areas of program control. Responsibilities include interviewing, recommending new hires, and training employees; planning and coordinating work; appraising performance; rewarding and disciplining team members; addressing complaints, and resolving problems; preparing, reviewing and revising job descriptions; and carrying 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*

*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 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 and use hands to finger, handle, or feel. The employee 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.