

**NOTICE OF VACANCY**

**September 11, 2020**

**The following ADMINISTRATION position is available.**

**DEPT/PROGRAM:** Educational Technology

**POSITION:** Director of Infrastructure Systems - **Job ID #1852**

**SUPERVISOR:** Executive Director of Educational Technology

**QUALIFICATIONS:** See job description below.

**TERMS AND CONDITIONS:** 12-month position.

**FLSA STATUS:** Exempt

**SALARY:** \$90,548 to \$105,000 depending on qualifications and experience.

**APPLICATION:** To apply, please visit our employment website:  
<https://www.oprfhs.org/about/employment-opportunities>

**DEADLINE:** **11:59 P.M, Friday, September 25, 2020.**

**Oak Park and River Forest High School  
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**Job Description**

**Job Title:** Director of Infrastructure Systems  
**Reports to:** Executive Director of Educational Technology  
**Terms and Conditions:** 12-month position.  
**Salary:** \$90,548 to \$105,000 depending on qualifications and experience.  
**FLSA Status:** Exempt

Please, no phone calls. The respective hiring manager will review candidates once the job posting closes. If selected to move forward, you will be contacted by phone or email. After reviewing the job posting, if you have any questions, please send an email to [hr@oprfs.org](mailto:hr@oprfs.org).

**OPRF – WHO WE ARE...**

**Oak Park and River Forest High School**, or **OPRF**, is a comprehensive public high school located in Oak Park, Ill., a suburb eight miles due west of downtown Chicago. We are a one-school district, with the majority of our students coming from two sender districts, River Forest Public Schools District 90 and Oak Park Elementary School District 97. We offer more than 200 courses, a variety of programs for students with special needs, 75 clubs and activities, and 29 competitive sports. We prepare our students well for post-secondary success, with an average ACT composite score of 24 and a 94% graduation rate.

Oak Park and River Forest are communities that highly value diversity. OPRF is a founding member of the national Minority Student Achievement Network, and our school is racially and economically diverse, with about 44% of our 3,300 students identifying as African-American, Hispanic, multiracial, or Asian. Our villages have long embraced the LGBTQ community, and we have a significant mix of homeowners and renters.

We seek faculty and staff who have high expectations for **all** students, and who value student voice in education. As a school, we are particularly focused on closing opportunity gaps for our students of color.

OPRF is an equal opportunity employer that provides **equal employment opportunities** to all without regard to race, color, religion, sex, national origin, age, disability or genetics. **OPRF's goal is to increase its representation of people of color.**

**Background:**

Oak Park and River Forest High School District 200 is a progressive district that is focused not only on our tradition of excellence but our future. The District prides itself in offering our students a comprehensive 9-12 college and career readiness curriculum and a rich arts education program. Our students are curious, creative, and they come ready to learn. More than 90 percent of our students go on to college.

Oak Park and River Forest High School District 200 believes that we can “become an ever-improving model of equity and excellence that will enable all students to achieve their full potential.” We can accomplish this through dedicated teachers, staff, and administration who build relationships with students and have high expectations for themselves and their students. We believe in planning for and providing the academic and developmental support students need to meet those expectations. We further believe that every student can learn through exposure to academically challenging content, feedback during learning, and the educator’s knowledge and skill.

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Oak Park and River Forest High School District 200 is a great place for those who are interested in an environment that supports creativity, leadership at all levels, innovation, a focus on professional and curriculum development, and the best practices of instruction. We are currently seeking individuals to join our team where we enable all students to achieve their full potential every day.

**Position Summary**

The Director of Infrastructure Systems has responsibility to manage the Infrastructure Systems and the Data Systems areas. This staff could be in-house staff or outsourced functions. Infrastructure Systems includes network, desktop and server technology support. Data Systems support includes data systems, mailroom and duplicating.

The Director also has responsibility for all hardware and software used within the district to support students, faculty, staff, and administration. This includes but is not limited to servers, networks, PCs, MACs, tablets/laptops, printers, wireless access points and interactive boards. The director will also be responsible for all projects in both the Infrastructure and Data Systems areas. The position is designated as the Privacy Officer. In this capacity, the Director is designated as Privacy Officer for the district to ensure the district's compliance with the requirements of SOPPA. 105 ILCS 85/27(f), added by P.A. 101-516, eff. 7-1-21.

**Responsibilities:**

1. Participate in the development of the overall IT strategic plan leveraging current technology and investments in new technology which support District goals and make the plan operational.
2. Develop and manage the annual budget for all infrastructure and data services. Identify cost related efficiencies as appropriate.
3. Participate in the development and implementation an annual 5 year rolling plan for improvement and advancement of technology within the District.
4. Work closely with the Executive Director of Educational Technology and the appropriate administration, faculty and staff to support the integration of technology for teaching and learning.
5. Participate in the determination of annual goals in collaboration with infrastructure and data systems staff. Supervise staff and conduct performance reviews according to District policy.
6. Oversee the ongoing development, management, and enhancement of the District network including contractual services.
7. Responsible for technical vendor relationship management
8. Manage technicians (either in-house or outsourced) to assign requests and problems to appropriate technical support staff.
9. Responsible for the installation, support and maintenance of all district desktop, laptops, tablets, projectors, printers and copiers within the district.
10. Responsible for the installation, support and maintenance of all networks, wired and wireless devices
11. Provide oversight and leadership to the Data Services Manager in the following areas:
  - a. Support applications including but not limited to Novatime, Plasco, VIP, Frontline Absence Management (formerly Aesop), and Skyward;
  - b. Support all aspects of the Student Information System and Financial and Human Resource Data Systems;
  - c. Management and evaluation of data services staff;

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- d. Establish and maintain state and national contacts including the Skyward;
  - e. Develop and maintain Dashboard, Scorecard and Data Portal services;
  - f. Develop data retention and reporting tools including but not limited to data warehousing;
  - g. Prioritize application development to match goals of administration, the institution, and the Board of Education and community;
  - h. Develop appropriate uses and methods of use for the Family Access and Student Access data portals;
  - i. Implement methods of validating data integrity, content and accuracy;
  - j. Assess and meet data needs of departments, divisions, administration and the Board of Education;
  - k. Devise and perform regular reports for Board of Education and the Administration.
12. Other duties as assigned.

**Qualifications, Training, and Experience:**

Must demonstrate the ability to prioritize and manage multiple tasks; to communicate effectively with users at all levels; and ability to adapt to a constantly changing environment. Must also have management experience in a school setting of an organization of at least six staff members. Must have at least 10 years experience in technology with at least three of those years in a management position.

**Education:**

4-year degree required. Advanced degree preferred.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Oak Park & River Forest High School District 200 (OPRF) is an Equal Opportunity Employer.

**This position description should not be considered to contain every function/responsibility that an individual may be asked to perform by his/her supervisor. Employees are expected to perform other related functions as assigned.**