



Duluth

Public Schools

**Director of
Technology**

The Duluth Public School's Technology Department is committed to supporting students and staff with access to technology and digital resources to ensure student learning, engagement and support in an ever changing digital landscape.

The Position

The Director of Technology is a key member of the Duluth School District's leadership team. This role exists to provide leadership in managing the District's comprehensive technological ecosystem encompassing instructional, administrative and security programs. The Director of Technology is responsible for coordinating all phases of district-wide technology processes, including strategic planning, contracting, procurement, implementation, maintenance, and cybersecurity. Further, the Director of Technology provides expert advice and guidance to other District leadership on emerging technology trends and how they impact education while also ensuring compliance with Minnesota state regulations and educational standards. Responsibilities include managing a fiscally-responsible technology department, addressing digital equity issues, implementing strategies to support diverse learners, managing technology teams along with training best practices to District staff during professional development. Duluth Public Schools strives to provide our students with a world class education, complete with state of the art technology, curriculum, opportunities and outstanding instructors. That said, the Director of Technology shall work to supervise and coordinate technology teams, develop and maintain the District's comprehensive technology strategic plan aligning with educational goals and participating in District and state technology committees ensuring Duluth Public Schools is using comprehensive systems and best practices while maintaining Minnesota's high academic standards.

This is an independent contract position that reports directly to the Assistant Superintendent. The Director of Technology manages Digital Innovation Specialists, System Engineers, Network Administrators, Cybersecurity Specialists, System Specialist/Desktop and Support Technicians.

The Ideal Candidate

The ideal candidate will have demonstrated experience in strategic planning, data analysis, technology integration, leadership, project management, strategic thinking, communication, relationship building, and an unwavering commitment to providing all students equitable access to technology and digital learning resources. Additional requirements include supervising and coordinating technology-related personnel that fosters a collaborative and high-performing environment. Further, the Director of Technology will develop and maintain the District's comprehensive technology strategic plan, aligning with educational goals, Minnesota Department of Education technology initiatives and emerging technologies. Develop and implement a robust technology disaster recovery and business continuity plan, including data backup, recovery, and cybersecurity incident response. Experience in working across multi-functional teams in a fast paced work environment is a must! The position requires an individual who also possesses a willingness to identify problems, demonstrates flexibility and takes initiative.

As a leader and mentor who is dedicated to excellence, the Technology Director will possess the skills to train, develop and manage personnel along with maintaining and implementing systems to cultivate security and supervision of District technology. The Director of Technology will be an advisor who anticipates issues and looks for innovative ways to solve systemic problems and who sees their role as being an important part of the District's leadership team.

The new Director of Technology will possess a balance of assertiveness and diplomacy, be a good listener, fair-minded, and be willing to discuss various matters candidly. This position requires a person capable of operating with significant independence and initiative, while being adept at innovative problem-solving. This is a position of public trust and transparency; personal integrity and ethics must be beyond reproach.

What we are looking for.

Technology Department

The Technology Department oversees all management information systems, databases, software, hardware, network infrastructure, telecommunications, cloud services and cybersecurity measures. The department is committed to providing access to educational technology resources to support student learning and engagement, teach students how to effectively use and navigate digital resources and assist with developing digital citizenship to help students be successful in a fast changing digital landscape. Technology Department serves over 8,000 students and 1,500 staff.

Services include:

- Digital Innovation Specialists
 - Supports the effective and efficient use of technology resources district wide and provide basic technical support for building staff including: use of basic technology equipment, apps/software as well as any necessary training.
- Field Support Technicians
 - The District utilizes a digital help desk ticket system to expedite technology issues and concerns around SMART Boards, District software and District provided hardware such as Chromebooks.
- Network Engineering
 - Troubleshooting and problem analysis in network infrastructure
 - This responsibility includes designing, implementation, and maintaining the network infrastructure to support the district curriculum and administrative requirements including data, voice, and video systems.
- IT Security Analyst
 - Responsible for intrusion prevention, incident response and monitoring security access
- System Specialist Google Cloud Services
 - The District utilizes SSO for Google services to centralize authentication which helps with user experience, compliance with security and reduces the risks of outside attacks
- Learning and Database Management Systems
 - Seesaw
 - Canvas
 - Infinite Campus

Our District

Duluth Public Schools are working to inspire every student to achieve their potential and preparing students to lead productive, fulfilling lives as citizens of Duluth and the wider world.

District Profile:

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|----------------------------|------|
| Total district enrollment: | 8000 |
| Total licensed staff: | 787 |
| Total classified staff: | 501 |

Schools:

- 9 Elementary Schools
- 2 Middle Schools
- 2 High Schools
- 1 Area Learning Center (Alternative High School)
- 1 Online High School
- 5 Residential/Day Treatment locations
- Additional programming including Duluth Adult Education/GED, Early Childhood Services, and Community Education.



Community Vision and Priorities

We will build on our shared beliefs and values of unity, high achievement and responsible use of resources to create Duluth Public Schools and classrooms that are safe, supportive and inclusive. We will work to inspire every student to achieve their potential, and prepare students to lead productive, fulfilling lives as citizens of Duluth and the wider world.

Who we are.



Our Community

Duluth, or Onigamiising in Ojibwe, is the seat of St. Louis County, the largest city in the northern two-thirds of Minnesota, and the fourth largest city in the state. It is located on the western tip of Lake Superior and its city limits encompass 67 square miles of land and nearly 50 square miles of water. It is part of the Twin Ports metropolitan statistical area which includes all of Wisconsin's Douglas County, and Minnesota's Carlton, Lake, and Saint Louis counties which boasts a population of 291,638, ranked as the 170th largest metropolitan area in the United States.

The City of Duluth is a major port city in Minnesota and serves as the county seat of Saint Louis County. Duluth has a population of 86,293 and is the fourth largest city in Minnesota. Situated on a hillside along Lake Superior's north shore, Duluth is 23 miles long and eight miles wide at its broadest point. It is considered a regional center for Northern Minnesota, Northwest Wisconsin, Upper Michigan, and Lower Ontario. The City is built into a steep rocky hillside, with an elevation change of approximately 900 feet, and temperatures and weather that can vary greatly from season to season and even day to day, due to the proximity of Lake Superior (Kitchi Gammi).

After years of building economic diversity, Duluth is growing into a robust regional economic, medical, aviation, higher education, outdoor recreation and arts center. Duluth has long been recognized as an innovative region that is supported by a wide variety of services and industries, including the largest, farthest inland freshwater port, the Port of Duluth-Superior.

With 100,000 acres of green space alongside the shores of Lake Superior, Duluth embraces its four seasons with pride. Our waterfront location makes Duluth a premier destination for recreation and entertainment, with miles of water, beach and trails for water skiing, boating, fishing, and other adventure activities. Duluth has been voted Outside magazine's best outdoors town in America, and was ranked in the 2021 top 10 Remote-Ready Cities in the US by Livability, providing 129 municipal parks with a total of 6,834 acres of city parkland. The City provides 150 miles of unpaved hiking trails, 85 miles of bike-optimized, multi-use trails, and 30 miles of paved, accessible trails. The City is home to 2 ski hills, 16 designated trout streams and Lake Superior, the world's largest freshwater lake by surface area. Outdoor tourism is a major part of the city's economy with approximately 6.7 million people visiting Duluth annually.



The city also boasts a vibrant arts culture, home to art museums, theater, and numerous festivals throughout the year. It is the home of two colleges and a university whose local sports teams include nationally ranked and championship teams.

Compensation & Benefits

The annual salary for this position is dependent upon the background and qualifications of the successful candidate with a range of \$109,928- \$128,111.

The Duluth School District offers an excellent, competitive and comprehensive benefits program which includes medical, prescription drug, dental, life, and disability coverage. A pension plan, tax sheltered annuities program, flexible spending accounts (FSA), health care savings plan, and employee assistance program round out the District's robust benefits program. The District also has generous provisions for vacation, holidays, family and medical leave, and other types of paid and unpaid leave.

Work Schedule

Typical work schedule - 8:00 a.m. to 5:00 p.m. This leadership position will include evening and after-hours meetings.

Holidays - 12 fixed per year.

Vacation - Starting at 20 days of vacation per year.

Pension Plan

Minnesota Public Employees Retirement Association (PERA).

Retirement Plans

Retirement plans are available at the employee's option.

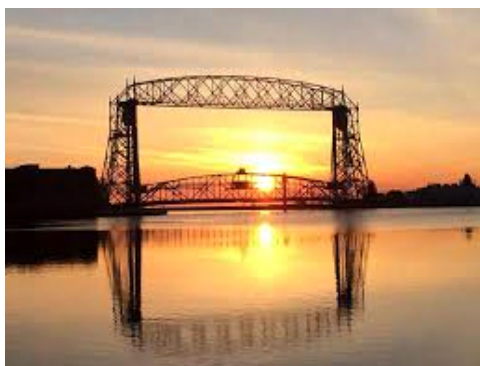
Health Benefits

The District pays a significant portion of the premium for medical hospitalization, dental and prescription coverage for employees and dependents and offers Health Reimbursement Account (HRA) funding. Section 125 (Flexible Spending Account) — employees may participate on a pre-tax basis for daycare and medical expense reimbursement.

Life Insurance

Policy value of \$50,000.

This position is Exempt from FLSA (Fair Labor and Standards Act),
does not qualify for overtime compensation.



What we offer.

Minimum Qualifications

The position requires a commitment to uphold Duluth Public School's values, belief that all children deserve a rigorous and equitable education that prepares them for college and for life. This position calls for substantial experience providing strategic direction and visionary leadership that fosters a culture of lifelong learning and community engagement. It is preferable that candidates have extensive knowledge of data management, network structures, cybersecurity principals and practices.

We are seeking a Director of Technology with proven expertise in managing technology teams and driving innovation within a school district. The ideal candidate will exhibit strong management and leadership capabilities, underpinned by sound decision-making and meticulous follow-up. Success in this role necessitates the ability to foster a collaborative team environment and build positive relationships with the Duluth School Board, community partners, and families, requiring exceptional communication and patience. The Director must be adept at managing competing priorities and possess the acumen to lead and inspire their team in the implementation of a forward-thinking educational technology vision.

Required education and work experience includes:

- A Master's degree in management information systems, information technology, computer science, cybersecurity or a closely related field and a minimum of five years of progressive experience in technology leadership and management

- OR a Bachelor's degree in information technology, computer science, cybersecurity, or a closely related field and a minimum of seven years of progressive experience in technology leadership and management

- OR a combination of education and extensive information technology and leadership experience totaling ten years.

Prior experience working in a K-12 school district is preferred.

Project Management Professional (PMP) preferred.

ITIL Certification preferred.

Familiarity with student information systems (SIS) preferred.

Voice over IP (VOIP) and unified communications management preferred.

Please visit <https://www.isd709.org/careers> for additional duties and requirements.

Application & Selection Process

To be considered, please submit an online application through the District's website. Include a resume, cover letter, and proof of education.

A limited number of the best-qualified candidates - based on the information provided on the application and attachments — will be invited to participate in the selection process. Selection for this position may include an initial screening and an oral board interview to establish top candidacy for the final selection.

For more information, contact Theresa Severance, Executive Director of Human Resources at theresa.severance@isd709.org.

**DULUTH PUBLIC SCHOOLS IS AN
EQUAL OPPORTUNITY EMPLOYER.**

<https://www.isd709.org/>