# Director of Technology

| Title of Immediate Supervisor: Assistant Superintendent | Department: Technology | FLSA Status: Exempt |
|---|---|---|
| Accountable For (Job Titles): Network Architect/Administrator, Digital Innovation Specialist, Field Support Technician, Google Workspace Administrator, and Technology Clerical | | Pay Grade Assignment: Individual Employment Agreement |

| General Summary or Purpose Of Job: |
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| Manages the District's comprehensive technology ecosystem, encompassing instructional, administrative, and security programs. Coordinates all phases of district-wide technology processes, including strategic planning, contracting, procurement, implementation, maintenance, and cybersecurity. Provides expert advice and strategic guidance to the Assistant Superintendent and District leadership on emerging technology trends and their impact on education, ensuring compliance with Minnesota state regulations and educational standards. |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) |
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| 1. | Oversees all management information systems, including databases, software, hardware, network infrastructure, telecommunications, cloud services, cybersecurity measures (firewalls, intrusion detection/prevention, data loss prevention), internet filtering, and related systems. Researches and ensures compliance with federal and Minnesota state laws and regulations on technology and data privacy (e.g., FERPA, COPPA, Minnesota Government Data Practices Act (MGDPA), Student Data Privacy Act). |
| 2. | Supervises and coordinates the activities of technology-related personnel, including network administrators, systems engineers, cybersecurity specialists, and support technicians. Fosters a collaborative and high-performing team environment. |
| 3. | Develops and maintains the District's comprehensive technology strategic plan, aligning with educational goals, Minnesota Department of Education (MDE) technology initiatives, and emerging technologies. Chairs the District Technology Committee, providing guidance and direction for unified planning and implementation. Develops and implements a robust technology disaster recovery and business continuity plan, including data backup, recovery, and cybersecurity incident response. Performs risk assessments and vulnerability analyses. |
| 4. | Forecasts, plans, and manages the District's technology budget, ensuring cost-effectiveness and alignment with strategic priorities, including state technology funding opportunities. Manages/facilitates the district's E-rate filing process. Approves all technology-related purchases and contracts. Develops and maintains hardware and software standards and specifications. Manages vendor relationships and negotiates contracts, adhering to procurement guidelines. |

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|---|---|
| 5. | Determines and approves appropriate technologies and processes for instructional and administrative uses. Collaborates with curriculum directors and instructional leaders to integrate technology effectively into the curriculum, supporting personalized learning environments, digital curriculum development, and the evaluation of the effectiveness of technology in instruction. Evaluates and pilots emerging technologies to enhance teaching and learning, aligning with Minnesota's academic standards. |
| 6. | Develops and implements a comprehensive professional development plan to train staff on the effective and efficient use of technology related to security and student information systems. Provides training administration and direct training as needed. Determines training needs, courses, instructors, schedules, and facilities, including training on educational technology platforms. |
| 7. | Participates in District and state technology committees. Chairs the District Technology Committee. Participates in Superintendent's Cabinet meetings as needed. Serves as a liaison for the School Board on technology matters. Represents the District at regional and national technology conferences. Designs and contributes to statewide technology initiatives. Communicates effectively with stakeholders on technology initiatives and issues, including parents and the community. |
| 8. | Develops and implements strategies to promote digital equity, ensuring all students have equitable access to technology and digital learning resources. |
| 9. | Implements a best-in-class ticketing systems for technology related needs, repairs, and maintenance. Develops protocols to ensure tickets are completed accurately, and in a timely manner. |
| 10. | Performs other duties of a comparable level or type. |

**Minimum Qualifications**: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- 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.

**Certification or Licensing Requirements** (Preferred prior to job entry):

- Certified Education Technology Leader (CETL)

- Project Management Professional (PMP)

- ITIL Certification

# Director of Technology

## Knowledge Requirements:

- Demonstrated knowledge of network infrastructure, cybersecurity, data management, and cloud technologies.
- Knowledge of educational technology trends and best practices.
- Strong understanding of data privacy and security regulations, including Minnesota-specific regulations.
- Familiarity with E-Rate Program.
- School finance and budgeting.
- Personnel management, training, and development.
- Data management, network structures, and management, including routers, firewalls, and cloud infrastructure.
- Cybersecurity principles and practices, including risk assessment, vulnerability management, and incident response.
- Data analysis and reporting.
- Knowledge of current and emerging educational technologies, including Minnesota's educational technology initiatives.
- Understanding of Minnesota's educational standards and curriculum frameworks.

## Skill Requirements:

- Developing and managing budgets and strategic plans.
- Managing technology teams
- Addressing digital equity issues and implementing strategies to support diverse learners.
- Network design, implementation, and management.
- Cloud platform management and security.
- Software management and deployment.
- Training and professional development delivery.
- Voice over IP (VoIP) and unified communications management.
- Strong communication and interpersonal skills.
- Problem-solving and decision-making skills.
- Project management skills.
- Familiarity with student information systems (SIS).

## Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
|---|---|---|---|---|
| Stand | | √ | | |
| Walk | | √ | | |
| Sit | | | √ | |
| Use hands dexterously (use fingers to handle, feel) | | | | √ |
| Reach with hands and arms | | | | √ |
| Climb or balance | | √ | | |
| Stoop/kneel/crouch or crawl | | √ | | |
| Talk and hear | | | | √ |
| Taste and smell | √ | | | |
| **Lift & Carry:** Up to 10 lbs**.** | | | √ | |
| Up to 25 lbs. | | √ | | |
| Up to 50 lbs. | | √ | | |
| Up to 100 lbs. | √ | | | |
| More than 100 lbs. | √ | | | |

# Director of Technology

**General Environmental Conditions:**

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.  The typical noise level is considered to be moderate.

**General Physical Conditions:**

**Work can be generally characterized as:**

**Medium Work**: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

| **Vision Requirements**: Check box if relevant | Yes | No |
|---|---|---|
| No special vision requirements | √ | |
| Close Vision (20 in. of less) | | |
| Distance Vision (20 ft. of more) | | |
| Color Vision | | |
| Depth Perception | | |
| Peripheral Vision | | |

**Job Classification History**: