



Gloucester County Public Schools Office of Human Resources

Position Description

POSITION TITLE:	<p>Director of Technology</p> <p>FLSA: Exempt/246 days/12 months</p>
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GENERAL STATEMENT: The Director of Technology provides effective management of the school division’s comprehensive technology systems and infrastructure, including information, communication, automation, security, and data systems. Establishes and provides progressive, coherent vision and leadership for developing, implementing, and maintaining technology initiatives that improve student achievement, instructional effectiveness, and efficiency of organizational operations in a cost-effective manner. Responsible for providing and maintaining reliable network infrastructure and connectivity to all schools, classrooms and administrative offices; technology hardware and software to all instructional locations and administrative offices; and database maintenance and programming services for student services and staff personnel in the school division. Provides interface with Gloucester Department of Information Technology for Financial and Budgeting Services. Provides teachers with relevant technology integration training and staff with application training to enhance the effective integration of technology resources into the division’s instructional program. Provides installation and repair services for all division networks and computers and media distribution systems; and manages Technology Department budget and grants.

- QUALIFICATIONS:**
1. Bachelor’s Degree in Computer Science, Mathematics, or related Technology Field. Master’s Degree in Computer Science or Mathematics preferred.
 2. At least five years’ experience managing departments and functions related to information technology and infrastructure, network/workflow systems enterprise configuration, communications, data management, systems security, hardware/software solutions, etc.
 3. Experience with PK-12 environment, instructional technology systems and resources preferred
 4. Relevant, industry-recognized network and/or IT administrator certifications or credentials
 5. Valid Virginia driver’s license and insurability
 6. Satisfactory completion of all onboarding requirements prior to first day of employment, including, but not limited to:
 - Documentation of eligibility for employment in the U.S.
 - Virginia State Police/FBI criminal history background check
 - Virginia Department of Social Services background check
 - Tuberculosis test/screening completed within the last 12 months

Essential Duties:

1. Establishes and communicates the organizational vision, in collaboration with key stakeholders, for the division’s technology utilization to improving student learning and operational efficiency and effectiveness.
2. Advises the division superintendent on all matters regarding selection, acquisition, development, installation, implementation, maintenance, and evaluation of network and information systems, infrastructure, and related technology resources.
3. Supervises the division’s entire technology infrastructure, hardware and software systems, as well as network and training for all groups of employees.
4. Supervises coordination and management of all projects related to #2 above, including preventative maintenance, troubleshooting, systems analyses, and repairs to all systems, hardware, software, and related technology equipment and resources.

ESSENTIAL DUTIES CONTINUED:

5. Develops, recommends, and maintains the division's policies, standards, and procedures for selection, acquisition, development, installation, implementation, maintenance, and evaluation of all network and information systems, infrastructure, and related technology equipment and resources.
6. Maintains the division's comprehensive network and data security systems, including the development and implementation of security plans/enhancements designed to optimize performance and protect integrity of the division's technology and communication networks, data systems, and related resources.
7. Provides high-quality service to all stakeholders via comprehensive needs analyses, solution recommendations, vendor relations, implementation, and support.
8. Prepares and submits the annual operating budget for network information and technology systems, including staffing, communications, automation, security, instructional technology, etc., as well as any related costs for utilities, to support technology initiatives, updates, and maintenance on existing technology resources. Manages the division's E-Rate program.
9. Coordinates and directs the provision and maintenance of Internet access to all division facilities, including filtering services for all employees and students.
10. Serves as the division's chief technology spokesperson and POC with all technology suppliers, vendors, etc.; maintains knowledge of current technologies, equipment, pricing, contractual terms and related service agreements; manages all hardware and software contracts, purchasing and lease agreements for hardware, software, maintenance, telecommunication, automation, security, and data services.
11. Collaborates with DDOT to ensure efficient and effective administration of all federal, state, and local assessment programs, surveys, data storage and collection, etc.
12. Performs other duties as assigned by the Superintendent or the division's Executive Leadership Team (Cabinet).
13. Acts in a courteous and respectful manner, using good judgment and appropriate communication skills at all times.
14. Maintains a high level of ethical behavior and confidentiality regarding students, parents, and other staff members.
15. Models non-discriminatory behavior in all activities.
16. Performs related work as required.

PHYSICAL REQUIREMENTS: Above average amount of climbing, bending, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and other repetitive motions.

Gloucester County Public Schools reserves the right to delete, add, or revise provisions of this position description. This includes the position title, minimum and preferred qualifications, working conditions, and essential duties. Gloucester County Public Schools does not discriminate on the basis of race, color, national origin, veteran status, sex, gender, creed, marital status, age, or disability in its educational programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504 and ADA regulations.