Job Description –Director for Technology and Information Systems Services

Primary Function: Under the direction of the Assistant Superintendent for Business Services, the Director of Technology provides strategic leadership, oversight, and vision for all district technology systems, infrastructure, and digital services. This role ensures reliable, secure, and innovative technology solutions that support teaching and learning, district operations, data-informed decision-making, and long-term organizational goals.

The Director leads district-wide technology strategy, manages enterprise systems and infrastructure, oversees cybersecurity and compliance, and partners closely with instructional and administrative leaders to align technology investments with district priorities.

Responsibilities/Duties:
Strategic Leadership & Vision
- Develop, implement, and maintain a district-wide technology vision and multi-year strategic roadmap and lifecycle replacement planning aligned to instructional, operational, and organizational goals.
- Serve as a strategic advisor to district leadership on emerging technologies, digital transformation, cybersecurity, and data governance.
- Evaluate and recommend technology initiatives that improve efficiency, instructional impact, equity, and user experience.

Technology Infrastructure & Systems
- Oversee the design, implementation, maintenance, and availability of all district technology infrastructure, including networks, cloud services, data centers, devices, communication systems, and enterprise platforms.
- Ensure high availability, scalability, performance, and disaster recovery for all mission-critical systems.
- Lead modernization efforts, including cloud adoption, system integrations, and lifecycle management of technology assets.

Cybersecurity, Privacy & Compliance
- Maintain district-wide cybersecurity, data privacy, and risk management practices.
- Ensure compliance with applicable federal and state regulations, including data protection, records management, and student privacy requirements.
- Oversee security monitoring, incident response, access controls, and system audits.

Instructional Technology & Digital Learning
- Partner with Curriculum & Instruction leadership to support effective integration of technology into teaching and learning.

- Support instructional technology platforms, learning management systems, assessment tools, and classroom technologies.
- Collaborate on defining K–12 technology skill frameworks and digital literacy initiatives.

Data, Information Systems & Records Management
- Oversee student information systems, reporting platforms, and data integrations.
- Ensure accurate, secure, and timely reporting for state and federal accountability requirements.
- Lead comprehensive records management practices, policies, and staff training.

People Leadership & Professional Development
- Lead, mentor, and develop district technology staff; establish clear expectations, performance goals, and professional growth pathways.
- Coordinate campus-based technology support models to ensure consistent service delivery.
- Foster a collaborative, service-oriented culture focused on continuous improvement.

Project, Vendor & Financial Management
- Lead district technology projects, including major bond initiatives such as system implementations, facility construction, and infrastructure upgrades.
- Manage vendor relationships, contracts, procurement, and service-level agreements.
- Develop and manage department operating and capital budgets; ensure cost-effective use of resources.
- Oversee E-Rate, grants, and applicable federal and state technology funding.

Facilities, Safety & Communications Systems
- Ensure reliable operation of technology-supported safety and security systems, including access control, surveillance, alarms, emergency communications, and related infrastructure.
- Coordinate technology support for district facilities.

Community & Stakeholder Engagement
- Communicate the district's technology vision, initiatives, and progress to staff, families, and the community.
- Build strong partnerships with campus leaders, departments, and external stakeholders.

Other
- Ensure accurate documentation, inventories, licensing, and asset management.
- Approve purchases, invoices, and technology-related expenditures.
- Recommend replacement and disposal of obsolete equipment.
- Maintain confidentiality and demonstrate ethical, professional conduct.
- Participate in ongoing professional learning and leadership development.
- Perform other duties as assigned.

Knowledge and Abilities:
Knowledge of:
- Enterprise networking, cloud platforms, cybersecurity, and modern IT architecture
- K–12 instructional and administrative technology systems
- Data governance, privacy, and compliance requirements
- Project management and technology lifecycle planning

Ability to:
- ▪ Strategic thinking and executive-level communication
- ▪ Strong leadership, collaboration, and team development skills
- ▪ Ability to manage complex initiatives and competing priorities
- ▪ Effective written and verbal communication
- ▪ Data-informed decision-making and problem-solving

Education/Licenses/Experience:
Bachelor's degree in Information Technology, Education, Computer Science, or a related field. Three to five years of leadership experience in K–12 or enterprise technology environments, with demonstrated success leading technology teams, systems, and large-scale initiatives, including expertise in networking, cloud services, cybersecurity, and instructional technology. Relevant certifications or advanced education are preferred but not required.

Working Conditions:
Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying – 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 225 work days. See the current hiring pay grade on the Technology Compensation Plan.

Revised: 2/17/2026

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature   Date