



Rock Island-Milan School District 41

### Director of Information Technology

**POSITION INFORMATION:**

<b>POSITION TITLE</b>	Administration
<b>DATE CREATED/AMENDED</b>	May 24, 2016/April 13, 2026
<b>DEPARTMENT</b>	Technology
<b>LOCATION</b>	Administration Center
<b>FULL-TIME/PART-TIME</b>	Full-time
<b>APPOINTMENT TERM</b>	260/days
<b>FLSA:</b>	Exempt
<b>REPORTS TO</b>	Superintendent
<b>OTHER INFORMATION</b>	Salary \$128,418-\$152,296

**POSITION SUMMARY INFORMATION:**

*The Director of Information Technology provides leadership, planning, and oversight for all district technology systems and services. This position ensures the effective operation, security, and development of the district’s technology infrastructure to support teaching, learning, and administrative operations.*

**Functions and Responsibilities:**

**Technology Leadership and Strategic Planning**

- Provides leadership, vision, and strategic direction for all district technology systems and services.
- Directs and oversees technology operations, infrastructure, cybersecurity, and data systems.
- Develops and implements a comprehensive district technology plan aligned to instructional and operational goals.
- Develops and implements policies, procedures, and training protocols related to technology operations.
- Leads and supervises technology staff to ensure reliable, secure, and effective technology services.
- Serves as a liaison to staff, administration, and stakeholders for long-range technology planning and support.
- Attends Board of Education meetings and provides technology support, including recording and presentation support when needed.

**Systems Management and Technical Operations**

- Provide technical maintenance and oversight for district software systems.
- Maintain and oversee the district Student Information System (SIS).
- Manage district technology accounts and management systems for district and building users.
- Troubleshoot and resolve software, hardware, and configuration issues.



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### **Instructional Technology Support**

- Approve classroom devices to ensure compatibility with required assessment platforms.
- Provide technical support, training, and professional development for staff, administration, and students.
- Assist in training personnel to ensure proper enrollment procedures and documentation related to student identification, testing, placement, and reporting (e.g., bilingual/ELL, IEP, and other student groups).

### **Technology Procurement and Vendor Management**

- Evaluate, recommend, and oversee purchases of technology equipment, software, and services for all district buildings.
- Coordinate with vendors for the procurement of technology equipment, services, and supplies.
- Oversee all aspects of E-Rate, technology portions of grants, and technology grant programs, including application writing, reporting, compliance, and budget management.

### **Supervises:**

Technology Department Staff, including but not limited to:

- Network Administrators
- Technology Specialists
- Help Desk/Support Technicians
- Data Administrators/Specialists
- Partnered Contractors
- Other technology personnel as assigned

### **Required Education/Experience:**

- Bachelor's degree in Information Technology, Computer Science, Business, or a closely related field (verification required through transcripts)
- Minimum of three years of progressively responsible experience in an IT-related profession
- Demonstrated experience in troubleshooting PC and Mac systems
- Strong written and verbal communication skills
- Demonstrated experience with networking and server administration
- Security and disaster recovery

### **Preferred Education/Experience:**

- Master's degree in Information Technology or related field
- Experience working in an educational environment



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- Minimum of three years of supervisory or leadership experience
- Experience implementing and coordinating technology for assessment systems
- Experience with instructional technology platforms and software
- Experience with grading programs, Google Workspace for Education, and interactive classroom technology
- Experience with student information systems such as Skyward

**Physical Demands/Work Environment:**

The job is primarily performed in an office environment and involves extended periods of sitting, computer use, reviewing data, and preparing reports. The position also requires intermittent walking and standing while attending meetings, visiting buildings, and supporting district operations. Occasional lifting, carrying, pushing, and pulling of technology equipment may be required. Generally the job requires 65% sitting, 25% walking, and 10% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date