

Director of Technology

The Sauk Rapids-Rice Public School District No. 47 is seeking an experienced and innovative individual to provide leadership as the Director of Technology. Located in Sauk Rapids, Minnesota, minutes from downtown St. Cloud and approximately an hour northwest of the Twin Cities, the Sauk Rapids-Rice School District is the focal point of the Sauk Rapids and Rice communities and provides quality programs to approximately 4,500 students by more than 600 staff members.

ISD 47 believes in:

- A culture of continuous learning and growth in a caring, collaborative, and supportive environment.
- Effective partnerships between students, staff, families and community members.
- An inclusive, safe, caring and stimulating learning environment that promotes shared responsibility for performance and innovation.
- Effective and ongoing communication with and outreach to students, staff, families and community members.
- Transparency and good stewardship of resources.

Essential Functions of the Job:

Leadership and Vision

- Work closely with the leadership team and stakeholders to develop a shared vision with long-term, big-picture perspectives on district goals to plan for meaningful and effective uses of technology
 - Provide leadership when creating a vision of how technology will help meet district goals
 - Establish and lead committees that inform and support meaningful and effective uses of technology in support of the district's strategic goals
 - Facilitate the process of priority setting and decision making related to technology
 - Lead infusion of innovative technologies into all aspects of education
 - Leverage appropriate relationships (opportunities) between emerging technology resources and the education process
 - Facilitate change in an organization and deal with ambiguity effectively
- Work successfully with instructional and technical teams to identify steps needed to transform the technology vision into a long-range plan, complete with specific goals, objectives, and action plans
 - Work with key system leaders, people networks, and/or learning communities and departments to identify and address steps needed to meet strategic goals
 - Align technology team activities with district goals
 - Promote and lead the implementation of industry best practice methodologies, tools, and programs in support of technologies
 - Provide leadership in strategic alignment of technology with all district systems
 - Integrate technology with curriculum and instruction to provide an appropriate teaching and learning environment
 - Develop, communicate, and manage sound practices that guide, articulate, and inform the organization of risk management strategies and risk mitigation in support of business and instructional initiatives
 - Create, monitor evaluate, and report on district's educational technology plan

- Manage the creation, implementation, and enforcement of policies and educational programs relating to the social, legal, and ethical issues related to technology use, while modeling responsible decision-making
 - Model and ensure awareness about pertinent laws and legal issues related to implementation and use of technology in the district
 - Demonstrate high standards of integrity and professional conduct with consideration for fairness and honesty
 - Demonstrate commitment to responsible environmental protection and energy-saving practices
 - Facilitate equitable access to technology resources for all stakeholders

Understand the Educational Environment

- Budget, plan, and coordinate ongoing, purposeful professional development for all staff using technologies
 - Ensure a sufficient budget through the implementation and assessment process of emerging technologies
 - Identify and promote how technology can support educational best practices through communication and collaboration with the district instructional leadership
 - Promote standards for innovative teaching and learning that develop student proficiency in 21st century skills
 - Stay abreast of state and national standards, benchmarks, and frameworks for technology literacy
 - Promote the application of technology to address the diverse needs of students and maximize student learning
- Play an integral role in the district's strategic planning process; create and support cross-functional teams for decision-making, technology support, professional development, and other aspects of the district's technology program
 - Mentor and empower others to assume leadership roles; set clear objectives and measures; monitor process, progress, and results
 - Build an environment of trust through communication and transparency about decisions and how they are made
 - Provide feedback to individuals and teams on a regular basis regarding areas of strength and required growth
 - Analyze and identify on an ongoing basis individual and team strengths, required areas of growth and how teams and their members are being deployed and redeployed
 - Make effective hiring decisions using quantitative and qualitative data
 - Deploy staff to best address the district strategic plan meet its goals
- Build relationships with all stakeholders, taking a close look at how the district determines requirements, expectations, and preferences
 - Assess and respond to needs and concerns of all knowledge workers and stakeholders

Manage Technology and Support Resource

- Direct, coordinate, and ensure implementation of all tasks related to technical, infrastructure, standards, and integration of technology into every facet of district operations
 - Plan, implement, manage and evaluate tasks related to technical systems, network infrastructure, and technology device management
 - Develop, collect, interpret, and report metrics for all aspects of the IT system

- Direct and coordinate use of e-mail, district website, web tools, voice systems, and other forms of communications
 - Accommodate technical issues related to implementation of various communication tools and techniques
 - Resolve, design, accessibility and compliance issues related to keeping district, school, and teacher websites and other communication tools updated and operational
- Manage the budget and serve as a strong leader who guides purchasing decisions, determines the return on investment for all technology implementations, and fosters good relationships with vendors, potential funders, and other key groups
 - Develop and manage budgets, both annually and long-range
 - Make effective purchasing decisions following relevant laws, policies, and guidelines
 - Manage district funds by following basic financial and accounting principles and processes and all regulatory guidelines
 - Direct, manage, and negotiate with vendors and business partners
 - Direct, coordinate and ensure implementation of all tasks related to selection and purchasing
 - Make effective purchasing decisions following relevant laws, policies, and guidelines
 - Budget for ongoing, purposeful professional development for all staff using new technologies
- Assess and respond to information reporting requirements related to government mandates

Other duties or tasks may be assigned on an as-needed basis

Required Qualifications:

- A minimum of ten years of experience in education and/or technology related field
- Excellent oral and written communication skills
- Ability to establish and maintain cooperative and effective working relationships with staff, community members, and business partners
- Ability to understand, interpret, apply, and explain rules, regulations, policies, and procedures
- Ability to provide technical information and assistance to others
- Ability to determine and communicate District objectives, standards, policies and procedures; measure performance against objectives to update plans
- Ability to develop an organization and staffing plan to assure attainment of objectives
- Ability to seek, receive and utilize the advice, consultation and guidance available from other agencies for action as appropriate

Preferred Qualifications:

- Strong administrative, along with hiring and supervisory experience
- Comprehensive knowledge of Minnesota school specific and general laws, rules, regulations, requirements and guidelines
- Thorough knowledge of school district organizations, functions, operations, policies, practices, and procedures
- Ability to understand and apply governmental accounting practices in maintenance of financial records

- Ability to prepare and administer personnel policies, practices and procedures
- Experience working with Apple products, Google Apps for Education, and in a 1:1 education environment

Contract:

Full-time, Position will begin on a mutually agreed upon date. Competitive salary and benefits negotiated upon hire.

10/8/19