

The Director of Information Technology oversees all aspects of the Information Technology Department including, Data Management, IT Communications, User Support, Network Infrastructure, Technology Instruction, Video Production and School Safety. The Director of Information Technology is responsible for maintaining and balancing the annual IT budget. The Director of Information Technology collaborates regularly with other departments on IT issues throughout the District. The Director will work hand in hand with other departments to support school and student success and serve as a resource for program evaluation and data needs.

Chain of Command

The Director of Information Technology reports to the Executive Director of Information Technology & School Safety.

Competencies of the Director of Information Technology

The Director shall possess deep knowledge of information technology and networking systems. Additionally, listed below are the leadership competencies required for this position:

- **Accountability-** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking-** Sees patterns and links among seemingly unrelated things.
- **Developing Others-** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving-** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience-** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented-** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Transformational Leadership-** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Vision-** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

Essential Duties

- Consult with legal counsel regarding federal and state requirements, and student and parent rights to include making decisions based on interpretations of Federal mandates and case law, which have significant fiscal implications for the District.
- Coordinate contractors, consultants, curriculum development, and communication plans including convening and supervising work teams.
- Supervise staff including assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.
- Plan, execute, and evaluate programs including activities such as establishing priorities and implementing strategies to improve IT and department functions; managing technology, District-wide support operations; and assisting in conflict resolution.
- Plan and execute technology initiatives to support learning and District operations.
- Collaborate with other administrators on strategic planning, policy development, and procedures.
- Lead IT procurement process and develop lifecycle replacement schedules in accordance with the District strategic plan.
- Participate in the establishment and monitoring of the department budget.
- Attend Board meetings and other leadership and community meetings upon request to serve as a resource and assist with presentations of information and/or recommendations.
- Review and recommend Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Sit on community boards and commissions that relate to IT operations affecting the District.
- Supervise and guide the work of certified staff, program coordinators, and school based content experts through the ongoing development, implementation, alignment, and evaluation of district-wide curriculum, assessments and instructional programs.
- Develop and implement structures for appropriate and logical alignment between the District's academic program, curricula, assessment, support services, professional development and the district, state and federal accountability programs.
- Co-facilitate collaboration and professional development opportunities for district directors, certified staff, and school leaders.
- Supervise, evaluate, and lead staff as outlined in the District organizational chart.
- Other duties as assigned.

Training and Experience

Bachelor's Degree in Information Technology , Education, Business Management, or related field and three to four years' experience in a directly related field are required; Masters Degree preferred or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Preferred qualifications

Five years' experience in a directly related field
Six Sigma/Agile certifications

Licensing/Certification Requirements

AZ Fingerprint Clearance Card

Date Revised

02.01.2023