

## EXECUTIVE DIRECTOR OF INFORMATION TECHNOLOGY & EMERGENCY MANAGEMENT

The Executive Director of Information Technology & Emergency Management functions as a part of the superintendency, overseeing the operation of the school district, by working with directors, coordinators, principals, and building staff to build vision, set priorities, and develop long and short-range strategic plans for achieving the goals of the district; and acts as a liaison with Governing Board and administration to provide advice to the governing board on a regular and ongoing basis; and provides policy recommendations and policy updates in their respective areas to the Superintendent and Governing Board. The Executive Director of Information Technology and Emergency Management is responsible for collaboratively working with the Superintendent, cabinet members, principals and other school district administrators to implement and monitor the district's Information Technology and Emergency Management department programs. The Executive Director of Information Technology & Emergency Management is a leader of leaders who will oversee dramatic change by creating the conditions necessary for transformation and ensuring that district and school systems and implementation follow suit. The Executive Director of Information Technology & Emergency Management works in a supportive and collaborative role with staff in all departments in order to support District, school and student success.

### Chain of Command

The Executive Director of Information Technology & Emergency Management reports to the Superintendent.

### Competencies of the Executive Director of Information Technology & Emergency Management

The Executive Director shall possess a deep knowledge of Information Technology & Emergency Management practices. 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 communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking:** Sees patterns and links among seemingly unrelated things.
- **Developing Others:** Acts with the specific intent of increasing the short and long-term effectiveness of an individual colleague.
- **Directiveness:** Sets clear direction and holds others accountable for performance.
- **Impact and Influence:** Acts with purpose of affecting the perceptions, thinking and actions of others.
- **Problem Solving:** Identifies and understands problems, and engages with others in generating and evaluating solutions.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Orientation:** 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

The Executive Director of Information Technology & Emergency Management shall be responsible for the following duties:

- Supervise, guide, evaluate and support the work of administrative staff within both the Information Technology and Emergency Management departments.
- Collaborate and guide the work of district directors, staff and school principals, as outlined in the District organizational chart and as related to areas of responsibility.
- Guide the development and implementation of short and long-range plans for achieving Information Technology & Emergency Management goals and objectives in alignment with the district's strategic plan
- Serve as the District HIPPA and Data Security Compliance Officer
- Lead continuous district-wide improvement efforts as well as provide the support and accountability necessary for successful and sustainable performance.
- Develop, monitor, supervise and manage all aspects of the annual budgets for Information Technology and Emergency Management;
- Consults 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.
- Conduct ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve operational functions and services;
- Collaborate with Cabinet, district directors and coordinators to ensure technology and emergency management policy and regulations are set and adhered too
- Lead transformational support and accountability through collaborative work with directors, principals, teachers, staff and parents to support the work and continuous improvement of district and schools.
- Define clear priorities and indicators of performance, ultimately holding district directors and principals accountable for high expectations.
- Develop, implement strategies and monitor district/school programs and processes related to areas of responsibility.
- Serve as a lead and contributing member of both the teaching and learning team as well as the operations team and assigned committees.
- Regularly plan, organize and take part in school leader meetings, in collaboration with School Effectiveness, ensuring topics are timely, differentiated and meaningful for school leaders.
- Align key resources (people, time, materials, and dollars) to support district strategic plan, action plans and pro-actively champion District improvement.
- Review and recommend Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Attend Board meetings and other special meetings upon request of the Superintendent and/or Assistant Superintendent(s), serve as a resource or subject area expert, and conduct presentations of information and/or recommendations.
- Serve as a liaison and have active involvement with professionals at the state, local, national and regional levels.

**Minimum Qualifications**

Master's degree in Business Information Systems, Information Technology or Computer Science or closely related field and three years experience at or above the management level and three years experience as an administrator or as a manager in a related field; 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**

Experience and demonstrated success as an Information Technology leader

10+ years' experience in a directly related I.T. field

5+ years' experience working in Community Emergency Management or School Safety preferred

Experience and demonstrated success as a district director preferred

Possess FEMA Emergency Management ICS Certifications: IS100, IS200, IS700, IS800, IS907

**Licensing/Certification Requirements**

Valid AZ Fingerprint Clearance Card required

**Date Revised: 03.31.2021**