

Killeen Independent School District Job Description

Job Title: Executive Director for Technology Services
Reports To: Deputy Superintendent
FLSA Status: Exempt

SUMMARY

To provide visionary leadership to make technology an integral part of the learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Establishes a vision and implements a long-range plan to leverage technology to support District users and operations.

Works to ensure customer service remains a priority throughout the Technology Services Department.

Implements protective measures safeguarding the District against cyber threats through software training programs and assessments.

Maintains network security measures to protect the District's infrastructure and employees.

Supports the use of technology among teachers, students, and district staff.

Participates in the district-level decision making processes and assists in the implementation of District programs.

Coordinates and supervises all components of technology within the district in both instructional and administrative areas (personnel, equipment, budget, staff development, etc.).

Works in partnership with a community technology committee to provide communication, support, and design programs linked to real world application.

Facilitates the District's technology committee in developing and implementing a long-range technology plan.

Collaborates with outside resources to develop innovative technology programs for the District.

Assists administrators and individual campus teams in developing technology plans, reviewing budgets, utilizing instructional technology and evaluating the results.

Works with directors to assure consistency among programs and special projects and the District's instructional goals.

Establishes effective staff training, support programs, and technical support regarding technology. Coordinates and supervises all staff members who work in technology.

Develops a district plan for selecting, purchasing, and maintaining all equipment and software.

Works with planning teams to review the design of buildings for the use of technology.

Communicates and implements policies established by federal and state law, State Board of Education Rule and local Board policy.

Effectively collaborates with external consultants and/or vendors, in order to maximize emerging technologies and cybersecurity.

Remains current in professional areas through professional meetings, research, and reading to identify trends and practices for our district and disseminates ideas and information to others.

Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.

Maintains an awareness of all issues currently under discussion by the Board of Trustees which directly or indirectly affect the district technology programs; attends board meetings.

Participates in the appraisal of employees.

Develops and maintains a technology-related staff development program which provides professional growth opportunities for the technology staff.

Assists in determining the district needs for technology personnel and assists in the recruiting and interviewing of such personnel.

Assists technology personnel, building administrators, and district maintenance staff in determining equipment needs and in determining the specification of the equipment to be purchased.

Assists principals in planning the technology budget at the campus level.

Develops and administers the district-wide central administration technology budget.

Researches, develops, and presents reports regarding the district technology program and/or other subjects relevant to the technology program as directed.

Assists in preparation of bids for technology equipment and negotiates with vendors providing the best value to the district.

Maintains the necessary record for proper fiscal and inventory management which includes, but is not limited to, budget, equipment, and personnel.

Works on special projects assigned by the Superintendent.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises all Technology Services staff. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's Degree required in Business Management, Leadership or Technology
10 years of K12 experience, preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Registered Texas School Business Official.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or the school board.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to operate personal computers and large scale multi-user systems; some skills in network concepts and operating systems is required. Knowledgeable in all aspects of everyday school operations, and in the use of technology tools utilized in administrative data processing services. Experience in school business data processing applications and available software solutions is required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. Frequent district-wide and state-wide travel; occasional prolonged and irregular hours. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Revised Date:

November 1, 2019

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