

Union Township Public Schools

TITLE: Director of Information Technology & Operations

DUTIES & RESPONSIBILITIES:

The District Director of Information Technology & Operations will be responsible for managing the IT applications and infrastructure services, which support the Township of Union Public Schools.

1. Evaluate the current state of the school district's - Information Technology operations across all school and administration facilities
2. Work with Assistant Superintendent & Superintendent of Schools to document, develop and implement the school district's Information Technology roadmap
3. Lead the staff in a continuous evaluation of Information Technology program and improvements based on identified student needs, research findings and technological trends
4. Work with the Assistant Superintendent, Superintendent of Schools and members of the school district's Technology Committee to coordinate efforts on the integration of Information Technology solutions into the curriculum, including the development of a K-12 Core Competency Information Technology Curriculum.
5. District technology liaison for the Superintendent of Schools or his/her designee to the Union Township Technology Committee
6. Process state and federal requirements of technology programs, e.g., State Technology plans, E-rate submissions, annual State Technology Surveys, Assessments of 8.1 literacy standards reported on the annual survey, NCLB Title RD program requirements
7. Collaborate with the Director of Instructional Technology to provide guidance and expertise in the purchase, implementation and maintenance of classroom hardware and software and the building and district data and curriculum and instruction technology resources. Check and evaluate price quotes received on Instructional Technology and audio visual equipment
8. Collaborate with the Director of Instructional Technology to manage and maintain the district email solution including policies, procedures and support of individual user account activation, removal, restore and or access issues
9. Work in close partnership with the Superintendent, administration, Director of Instructional Technology, staff, and community leaders to develop and implement initiatives and programs which enhance our students learning experience
10. Provide leadership and set clarity of direction for all IT operational activities within the school district

11. Create and communicate a compelling vision. Make the vision shareable by IT personnel and user communities; inspire trust, and motivate the IT team
12. With the input of all functional areas develops and executes short range and long range information technology operation plans
13. Ensure administration and documentation of computerized systems, databases, networks and web based applications are in compliance with professional, district, local and state standards and policies. Ensure compliance with PCI, HIPAA, FERPA, COPPA, CIPA, Board of Education, district, county and state audit control procedures, reporting and recommendations
14. Ensure the Information Technology organization is structured and has the talent, resources and organizational capability (readiness) to grow with the school district; gives feedback to the Superintendent of Schools on talent needs and organizational capability (people & process) needed to achieve higher levels of continuous improvement
15. Directly coordinate the technology of the media centers including budgeting for and purchasing of hardware and software, online district-wide library databases and support of the automatic library management systems
16. Coordinate the purchase of the district AV equipment, including it's maintenance, repair and setup for use by the district and the public
17. Supervise and evaluate district library media specialists and library clerks. Including but not limited to hiring and providing professional development in library sciences
18. Strong leadership which builds, develops, and manages an IT organization capable of executing the IT strategic plan and maximizes team member's full career potential
19. Provide additional duties as may be required by the Superintendent

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT: Twelve (12) month contract consistent with Central Office agreement.

PERSONAL EVALUATION: Based on the performance of the responsibilities identified in this position description and other criteria listed in Board policy.

Approved by:

Date:

Revised: