

Hernando County School Board Florida

FLSA: Exempt, Non-Union

DIRECTOR OF TECHNOLOGY AND INFORMATION SERVICES
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Required Qualifications:

- Bachelor's Degree in Management Information Services, Business Administration/Management, Computer Science or related field from an accredited institution
- Five (5) years of progressively responsible experience in technology management or a related field
- Experience with computer device procurement and organizational budgeting
- Ability to maintain effective working relationships with co-workers

Preferred Qualifications:

- Master's Degree in Management Information Services, Business Administration/Management, Computer Science or related field from an accredited institution
- Successful completion of the Florida Digital Educators Program or current Florida Instructional Technology initiative
- Experience with K-12 technology operations

Performance Responsibilities:

- Direct and Coordinate activities of employees in systems design and analysis, programming, technical and user support, computer operations and maintenance, systems operations, and maintenance, and all other technology and information services.
- Coordinate with all departments to understand technology needs and to ensure integration with current platforms and applications.
- Facilitate the use of district information and management software systems through communication and professional development opportunities.
- Research, develop and implement district-wide technology standards.
- Work with appropriate personnel to facilitate training and professional development related to educational technology for all stakeholders.
- Supervise assigned personnel, conduct annual performance evaluations, make recommendations for appropriate employment actions, and create staff development training for all assigned staff.
- Create effective liaisons with state or other institutions related to technology.
- Research new technologies and their application to the instructional environment
- Keep abreast of the current trends and "best practices" regarding instructional methodology and professional development at district, state and national levels and attend various workshops and meetings related to technology, data, reporting, and records management to better understand current regulations and how they may impact the District.
- Work with the Professional Development Department to clearly articulate the needs and resources available to serve the technology demands of the district.

- Formulate strategic plans for maintaining, updating, and purchasing new equipment, servers, software, and enterprise resource planning systems.
- Communicate with other administrators, district personnel, and vendors to coordinate installation, repair, and upgrade of information systems, network services, and computing devices; and resolve issues and conflicts when they arise.
- Chair the District Technology Committee that guides the development of technology within the district and facilitate the development of school and district plans related to technology.
- Coordinate district-wide use of multi-media technology and the Internet and Intranet to support curriculum, instruction and instructional management.
- Coordinate district reporting to meet timelines and requirements established by local, state, and federal rules, regulations, and policies.
- Develop and present periodic internal and external reports and analysis regarding district equipment, programs, and other related services that establish system efficiencies and address areas of weakness.
- Develops, implements, and enforces a complete technology and information systems disaster recovery plan.
- Plan and manage the department budget.
- Perform other duties as assigned by the Executive Director of Student Support Services and/or designee.

Reports to:

Reports directly to the Executive Director of Student Support Services and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Student Support Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

82005

Board Approved: 02/23/2021

Revised: