SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIRECTOR OF INFORMATION TECHNOLOGY

SALARY SCHEDULE: ADMINISTRATIVE – C

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:

Candidates for this key Information Technology leadership position must be able to demonstrate the following to the satisfaction of the Chief Information Officer:

- proven ability to successfully assess and apply best practices and/or current technologies to enhance the attainment of the District's educational and technological objectives.
- proven ability to work in a participative, collaborative manner with School employees, Administration employees and external partners as appropriate in the development and implementation of new technologies.
- current knowledge of industry best practices, current and emerging technologies and a demonstrated ability to utilize that knowledge to propose to the Director and leadership team strategic and tactical directions appropriate to the technologies under their direction.
- Demonstrate a proven ability to execute and deliver technologies quickly and effectively.
- Bachelor's Degree from an accredited educational institution in a related business area.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of data processing, telecommunications systems, security systems and applications and technology / network infrastructure planning. Knowledge of School Board rules and regulations related to assignments. Ability to plan, organize and prioritize assignments. Ability to balance several job functions at one time and work under a heavy workload. Ability to work cooperatively with other departments and agencies. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Chief Operating Officer

JOB GOAL

To provide leadership and technical expertise in the development and execution of strategic and tactical plans within the Technology and Information Services organization. To assist the District, Administration, and Schools in providing the best Technology Services available. To lead by example in all interpersonal and performance aspects of this key role.

SUPERVISES:

Manager Application Operations
Manager Computing Infrastructure and Operations
Manager Network and Telecom Services
Manager Data Analysis and Reporting
Project Manager Infrastructure
Project Manager Applications

PERFORMANCE RESPONSIBILITIES:

Communication
- *(1) Provide the necessary data and communications for District, Department and Schools.
- *(2) Maintain contact with other school districts and professional management associations for the exchange of information and the development of new ideas and methods to improve the efficiency and effectiveness of the Districts information systems.
- *(3) Communicate effectively orally and in writing.
- *(4) Collaborate with other departments or divisions.
- *(5) Use effective communication strategies to interact with a variety of audiences.

Critical Thinking
- *(6)   Direct and coordinate management planning and analyses as related to information needs.
- *(7)   Evaluate education, managerial, and administrative operating systems and plan and recommend information systems designed to improve the operational efficiency of the school.
- *(8)   Provide a system or reporting specified information needed for instructional, administrative, planning, and public relations purposes.

Proactive Orientation
- *(9)   Seek and develop grant proposals for additional resources.
- *(10)   Exercise proactive leadership in promoting the vision and mission of the District.
- *(11)   Provide leadership to the District in establishing project priorities for the development, implementation and evaluation of a student information system.

Facilitation
- *(12)   Act as a liaison between School District personnel and consultants on the development of information systems within the District.
- *(13)   Ensure that data is accessible to managers, principals and other users to support a collaborative planning and decision-making style of leadership.
- *(14)   Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- *(15)   Facilitate problem-solving by individuals or groups.

Continuous Improvement
- *(16)   Set high standards and expectations for self and others.
- *(17)   Keep abreast of latest developments, changes in requirements, and best practices in assigned area.
- *(18)   Assist department staff in keeping up-to-date and well-informed about issues and changes in the area of responsibility.
- *(19)   Assist school and District staff in keeping abreast of issues and requirements in assigned area.

Technical/Professional Knowledge
- *(20)   Direct and coordinate the planning, implementation, and evaluation of the Service Delivery function, the Local Networks & Telecommunications function, the Computing Infrastructure and Operations function, the Project Management Office function and the Application Operations functions for the School District.
- *(21)   Develop an information plan based on District goals.
- *(22)   Provide service, support and training through the department to the schools in the area of information processing, including school-related computer applications, and make recommendations for appropriate employment actions.
- *(23)   Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.

Consistency of Purpose
- *(24)   Serve on committees, councils, and/or task forces.
- *(25)   Exhibit support for the District's vision, mission, goals and priorities.
- *(26)   Serve as a district representative in the community as determined by the Chief Information Officer and Superintendent.
- *(27)   Perform other incidental tasks consistent with the goals and objectives of this position.

Managerial
- *(28)   Assist in the preparation of the Technology and Information Services budget.
- *(29)   Direct and oversee the use of technology within the organization to ensure appropriate usage and optimal delivery.
- *(30)   Provide oversight for office automation and inter-office communications.
- *(31)   Provide oversight for efficient and secure computer systems and services to meet organizational needs.
- *(32)   Prepare or supervise the preparation of all required reports and maintain all records.

Decisiveness
- *(33)   Make and share decisions in a timely manner.
- *(34)   Respond immediately to emergency situations.
- *(35)   Address personnel problems promptly and directly.
- *(36)   Address requests for information from schools and departments in a timely manner.
- (37)   Perform other incidental tasks consistent with the goals and objectives of this position.

*(38) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities