Job Title: Director of Information Technology

Department: Information Technology

Supervisor: CFO/General Counsel

Lane Placement: Administrative Lane 8

Schedule: 8 hrs / 242 days Evaluation Group: JCES 1

FLSA Classification: Exempt

JOB DESCRIPTION

The Director of Information Technology provides leadership and direction for all information technology activities of the District, including business systems, administrative systems, and instructional systems and directs the technical support programs for software and hardware maintenance, hardware upgrading and repair, and plans for future information technology growth and development.

ESSENTIAL FUNCTIONS

- Assists in the preparation and presentation of reports and recommendations to the Board of Education regarding the programs and activities of the Information Technology Department and to respond to the requests of the Board of Education as required.
- Coordinate the programs, activities and operation of the Information Technology Department to ensure that they comply with Board goals, policies and guidelines.
- Supports the District's efforts to inform the media, community and employees concerning District accomplishment, problems and concerns.
- Assists the Department of Human Resources in the employment, assignment and evaluation of certificated and/or classified personnel in the Information Technology Department.
- Administers personnel policies, procedures and programs; to supervise certificated and/or classified personnel in the Information Technology Department; management of employee relations and the interpretation of personnel policies and procedures.
- Provides leadership, technical assistance, and coordination in the development and implementation of in-service and staff development activities pertaining to the programs and services of the Information Technology Department.
- Aids in the preparation of the budget, to monitor budget allocations, to assist in the procurement of equipment, and to assure cost accounting related to the area of information technology.
- Aids in the planning of physical facilities to ensure that technical requirements for future growth can be accommodated.
- Coordinates a program of technical support and system maintenance that includes hardware acquisition, installation, maintenance, upgrade and repair.
- Keeps abreast of trends and developments in information technology and instructional uses of technology to provide leadership in all programs and activities assigned to the Information Technology Department.
- Cooperates in determining the educational needs and priorities for information technology and technology and makes recommendation regarding the implementation of appropriate programs and procedures.
- Coordinates the technical support that is required for the computer programs and equipment used in schools to collect student attendance and grade reporting data.
- Ensures the security of equipment and Data managed by information technology department
- Coordinates the management of District, State and Federal programs and projects.
- Assists in managing the reproduction of printed materials.

- Coordinates technology applications with the Utah State Office of Education.
- Assists in implementing and monitoring Federal and State programs and projects to ensure compliance with District, State and Federal regulations.
- Develops, implements and evaluates short and long-range planning procedures for the Information Technology Department.
- Keeps current in all appropriate areas of professional development and represents the District at local, State and National meetings and participates in professional organizations where appropriate.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____ HR _____ Effective date: 11/01/2019