



FERN RIDGE SCHOOL DISTRICT 28J

Job Vacancy Announcement

NOTICE OF VACANCY

Director of Technology

1.0 FTE

December 8, 2020

Fern Ridge School District is currently accepting applications for a fulltime Director of Technology. We are seeking creative, outstanding candidates who will become members of a cohesive team. This is a full-time position with a 260 day calendar.

MISSION

To establish and champion a bold vision for moving the District to the forefront of technology integration, with a particular focus on classroom-based applications that support adaptive assessment and adaptive instruction

- To provide the technological infrastructure necessary to support staff in improving instructional outcomes, teacher effectiveness, administrative leadership, and District communication with internal and external audiences.
- To support District administrators at both the school and administrative office levels in making informed decisions about hardware and software for administrative purposes and in using the technology infrastructure to the greatest advantage to achieve District goals.
- To integrate cost-effective applications of technological hardware and software into all aspects of the teaching-learning process, with an emphasis on the use of instructional technology as a means of accelerating, deepening, and expanding student achievement.

MINIMUM QUALIFICATIONS

Education:

- BA/BS degree in Computer Science, Information Systems, Educational Technology, or related field required, including coursework in strategic implementation of technology and innovation, management information systems, and database management technology.
- Knowledge and applied understanding of instructional applications of a wide range of hardware and software in a variety of educational settings.
- Master's degree in one of the above areas preferred.

Experience:

- Five (5) years of successful experience in an administrative position working with networked and electronic data systems, preferably in an educational setting.
- Experience with Windows, Linux, and Mac OS X-based computing environments.
- Supervisory experience in directing and managing professional and classified staff.

- Expertise and experience in providing training in the administrative and/or instructional uses of technology.
- Experience with education-related technology tools and applications desired.
- Experience in developing and managing budgets and in planning for capital bonds.
- Consideration will be given to an alternative combination of experience and training that provides the required knowledge, skills, and abilities and that encompasses the essential functions.

Please supply the following:

- Cover letter
- Application
- Current Resume
- Four (4) Letters of Recommendation

Information is available at the District Office, 88834 Territorial Rd., Elmira, OR 97437, (541) 935-2253, or www.fernridge.k12.or.us.

Closing Date: Open Until Filled

First Screening of Applications: January 5, 2021

Starting Date: January 25, 2021

Calendar: 260 Days

There variety of benefits for this position including:

- Starting Salary of \$68,799 – 81,711 (Based on Education and Experience)
- Insurance: Health, Dental, Vision, Life and Long-Term Disability
- PERS Eligible

Send to:

Human Resources Department
Fern Ridge School District
88834 Territorial Road
Elmira, OR 97437
Phone: (541) 935-2253 Ext. 203

*Fern Ridge School District is an Equal Opportunity/Affirmative Action/Veteran's Preference employer.
For Veteran's Preference, please contact the district office for information on required documentation.*



JOB DESCRIPTION

Job Title: Director of Technology
Reports To: Superintendent
Status: Confidential – Exempt

JOB SUMMARY

The Director of Technology is:

- To establish and champion a bold vision for moving the District to the forefront of technology integration with a particular focus on classroom-based applications that support adaptive assessment and adaptive instruction.
- To provide the technological infrastructure necessary to support staff in improving instructional outcomes, teacher effectiveness, administrative leadership, and District communication with internal and external audiences.
- To support District administrators at both the school and administrative office levels in making informed decisions about hardware and software for administrative purposes and in using the technology infrastructure to the greatest advantage to achieve District goals.

SUPERVISORY RELATIONSHIPS

The Director of Technology reports to the Superintendent and directly supervises the Technology Maintenance Specialist and/or Technology Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Director of Technology envisions and works to provide a robust technology infrastructure that supports current technologies and integrates emerging and potential technologies throughout the District, including hardware and mobile devices used to access information from the student information system, the data warehouse, and the District website. The Director guides and monitors the application of instructional technology, and provides input into the selection of hardware and software for educational purposes. The Director of Technology is responsible for the leadership and implementation of District wide functions involving computer networks, telecommunications, cloud storage, and other technological devices and applications germane to administrative purposes. The Director also provides and/or directs the provision of professional development related to instructional and administrative uses of technology.

- Establishes and leads the District’s technology vision and long-range plan to meet the present and future needs of District students and staff and to achieve District goals.
- Provides leadership for the design, configuration, operation and maintenance of a robust technology infrastructure that supports current and emerging technologies, such as mobile and hand-held wireless devices.
- Directs the design and administration of secure operational systems and servers and ensures availability of services to all authorized users.
- Analyzes technology needs in consultation with District leaders and end users; recommends updates, replacements or enhancements of hardware and/or software; and oversees the purchase, delivery, and installation of new systems.

- In collaboration with other Directors, Administrators and the Technology Committee, develops policies and procedures around the use of technology and software to ensure compliance with federal and state laws.
- Directs and supervises the daily operations and personnel of the Technology Department, including analyzing workflow, establishing priorities and timelines, developing and monitoring standards, evaluating performance, and ensuring optimal utilization of staff to provide a high level of customer service and satisfaction, with a focus on being innovative and responsive to user needs.
- Oversees the selection, implementation, and operation of a student information and data warehouse system for the management of reporting of all student-related information.
- Oversees a responsive and service oriented Help Desk to provide repair and support services to end users in the schools and District offices.
- Interfaces with District-level directors and leaders in providing professional development to ensure that both Central Office and school-based staff develop proficiency in selecting and using the most appropriate technological tools for specific purposes.
- Provides leadership in developing and implementing a plan for the incorporation of technology into all aspects of the instructional program, including the provision of internet security.
- Collaborates in the review, selection, implementation, monitoring, and evaluation of virtual and distance learning initiatives, including the provision of technical support for the implementation of online courses and learning management systems.
- Develops and maintains external partnerships in the community, with other districts and at state level to expand technology-related opportunities for District students and staff.
- Plans, develops, and implements the Technology Department budget, and assists in developing the technology component of proposed bonds.
- Other duties as assigned by the Superintendent.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- **Education and Experience:** BA/BS degree in Computer Science, Information Systems, Educational Technology, or related field required, including coursework in strategic implementation of technology and innovation, management information systems, and database management technology. Knowledge and applied understanding of instructional applications of a wide range of hardware and software in a variety of educational settings. Master's degree in one of the above areas preferred. Five (5) years of successful experience in an administrative position working with networked and electronic data systems, preferably in an educational setting. Experience with Windows, Linux, and Mac OS X-based computing environments. Supervisory experience in directing and managing professional and classified staff. Expertise and experience in providing training in the administrative and/or instructional uses of technology. Experience with education-related technology tools and applications desired. Experience in developing and managing budgets and in planning for capital bonds. Consideration will be given to an alternative combination of experience and training that provides the required knowledge, skills, and abilities and that encompasses the essential functions. K-12 experience preferred.

Required Knowledge, Skills and Abilities

- Ability to establish and maintain cooperative internal and external working relationships.
- Maintains appropriate certifications and training hours, as required.
- Demonstrate regular and acceptable attendance and punctuality.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to understand and execute oral and written instructions, policies, rules, and procedures.
- Ability to define problems, to collect and analyze data, to establish facts, to draw valid conclusions, and to make decisions based upon available information and input.
- Ability to think strategically and develop both short and long term plans to meet objectives.
- Ability to effectively perform duties and responsibilities with strong organizational skills under pressure of deadlines, difficult situations, interruptions, and in a manner that reflects strong professional judgment.
- Ability to lead, collaborate and inspire district staff around instructional technology.
- Extensive knowledge of hardware and software applications for educational purposes.
- Knowledge of data privacy laws and practices.
- Ability to absorb, analyze, and organize information and ideas and to present oral and written reports in a manner appropriate to audiences with technical as well as non-technical backgrounds.
- Ability to move comfortably between emerging and existing technologies, software, and tools in ways that engage staff and students.
- Ability to prepare and manage budgets, address multiple priorities, lead and supervise staff, adapt to change, and meet timelines.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of the job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, kneel, crouch, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to climb ladders or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines a standard office setting including office equipment (fax, copier, phone, computer, etc.) with the standard office setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements,

efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms of conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

12/2020