



**Redmond School District  
Job Description**

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**Job Title:** Director of Technology & Innovation  
**Reports To:** Superintendent  
**FLSA Status:** Professional Exempt

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**JOB SUMMARY**

The Director is a creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the district. They will facilitate the integration of digital tools and best practices into curriculum and administrative systems. Both a big picture thinker and a hands-on implementer, the Director engages with administrators, educators and support personnel, parents and students to extend responsible and creative use of technology.

The Director must be a strategic thinker with strong communication, organization, and interpersonal skills, and the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the district's curriculum and instruction.

The Director oversees the district's technology department, guides, supports, mentors, monitors and evaluates technology team members to ensure that each of them serves as a strong leader and creates an environment of shared knowledge and purpose among the technology team.

The Director oversees staff development opportunities to meet the diverse learning needs of staff as it relates to integrating technology into academic programming.

The Director must clearly define the mission of the technology department to ensure all members are unified toward a common goal. The Director works with educational and other school administrators to ensure that the technology program and services meets educational needs as well as communication needs of the schools and programs. The Director also works with other district-level administrators such as the Director of Human Resources, the Director of Fiscal Services, the Director of Support Services and the Communications Coordinator to ensure that their technology systems and needs are being addressed and supported.

The Director serves on the Superintendent's Leadership Team.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

**LEADERSHIP & PROFESSIONAL DEVELOPMENT**

1. Develop and implement a strategic vision for the use of technology in the district in both the academic and infrastructural systems.
2. Support the carrying out of the District's strategic plan.
3. Maintain knowledge of and communicate current research findings and forecasts related to the effective use of technology in the school's educational program.
4. Provide current, cutting-edge information to support decision-making on academic and administrative technology matters.

5. Serve as the primary leader for the district's 1 to 1 computing initiative, developing rollout strategies, planning and conducting teacher training, and communicating with and presenting to students and parents as the program is launched.
6. Partner with members of the community to articulate mission values and connections between ethics and technology.
7. Champion changes in curriculum design and delivery in conjunction with administrators.
8. In collaboration with the Executive Director of Academic Programs or designee; oversee professional development of staff on the integration of technology into the curriculum. Will also at times provide direct professional development.
9. Ensure that all educators have access to the appropriate tools for 21<sup>st</sup> century learning.
10. Focus on ensuring that network and other technology resources are used safely and responsibly rather than limiting access.
11. Eliminate the status quo in order to implement new technology applications, best practices and supports.

### MANAGEMENT

1. Oversee all administrative aspects of technology programs and services in the district, including infrastructure implementation and maintenance, support of educators and support staff in the use of hardware and equipment and management.
2. Evaluate the performance of technology department employees and oversee training and support to enhance contributions.
3. Oversees the delegated responsibility of designing, developing, analyzing and enhancing school district based programs and applications (ex. Database Applications, WordPress, Synergy, InTouch Payment System, Edulink Autodialer, iVisions, ORSPED, etc).
4. Oversees the delegated responsibility of isolating, researching and resolving complex problems or issues for critical district applications (ex. WordPress, Synergy, InTouch Payment System, Edulink Autodialer, iVisions, ORSPED, etc)

### PROCUREMENT & BUDGETING

1. Explore contracting with cloud-based and out-sourced services and negotiate advantageous contracts when appropriate.
2. Effectively allocate and manage resources to support strategic priorities and initiatives.
3. Provide leadership in the purchase and acquisition of new technology and equipment. Consults with appropriate stakeholders to coordinate, evaluate and recommend and purchase new technology and equipment.
4. Possess the understanding of industry-standard related practices and procedures of regulations and guidelines as they relate to the purchase and use of software (specifically copyright laws and the use of licensed equipment and materials).
5. Develop and monitor annual instructional technology and technology operations budget in cooperation with appropriate stakeholders.

### PROFESSIONAL RESPONSIBILITIES

1. Professionally represent the schools and the District in interactions with parents, community, staff, and students and resolve conflict in a professional manner.
2. Comply with applicable District, state, local and federal laws, rules and regulations.
3. Respond willingly to emergency situations outside of the standard work schedule.
4. Pitch in where needed even if it's outside of formal domain.
5. Perform other duties as assigned by the Superintendent.
6. Attend work regularly.

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## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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 functions.

1. Advanced Degree in Educational Technology or related field preferred. Prefer candidates that have held a valid teaching license and taught in a K-12 environment during career.
2. Preferably have experience working with iPads and other mobile devices in education.
3. Experience with a range of software, hardware, and operations systems (Windows, Mac, IOS).
4. Proven record of accomplishment in technology planning and technology personnel management, ideally in a K-12 academic setting.
5. Experience preparing and managing budgets.
6. Proven track record of integrating technology into a classroom setting.
7. Proven track record of effective project management.
8. Strong verbal and written communication skills.
9. Proven track record of supervising and mentoring technical employees to high performance.
10. Broad knowledge of industry standards and best practices in the use of technology in schools, including NAIS Principals of Good Practice on Technology and International Society for Technology in Education National Technology Standards (ISTE NETS)
11. Professional presence and service orientation.
12. Proven track record of thinking big, managing multiple priorities, working with ambiguity and delegating.

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## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close 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 is a standard office setting and school/classroom combined with a server room. The noise level in the work environment is usually low to moderate and occasionally high.

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## OTHER

<p><b>Note:</b> 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 or guarantee of any specific terms or 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.</p>
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Prepared By: Lynn Evans

Prepared Date: November 2013

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_