

Jordan School District  
**ADMINISTRATION JOB DESCRIPTION**

Job Title: **Director of Information Systems (M10)** Lane Placement:  X6

Department / Location: Information Systems

Supervisors Title: Business Administrator Contract:  245 Days

FLSA Classification:  Exempt  Hours per Day:  8

Business Administrator Approval:  [Signature]  Date:  2/3/2016

ADA Review:  [Signature]  Date:  2-2-16

Human Resources Approval:  [Signature]  Date:  2-2-16

Superintendent Approval:  [Signature]  Date:  2/8/16

Original date:  04/85  Revised:  03/92  Revised:  02/16  Revised:

**GENERAL FUNCTION**

Under the direction of the Business Administrator, the **Director of Information Systems (IS)** will execute a forward thinking vision for the future of the IS department and will demonstrate state leadership through innovation and collaboration. Responsible for the management, strategy and execution of all District information technology systems and related infrastructure. Directs the effective delivery of business systems, student management systems, administrative systems and instructional systems. Directs technical support programs for designing, implementing and maintaining network infrastructure (data/voice/video), telephone systems, large-scale server administration, technology acquisition, installation, maintenance, upgrades, repair and end-point management of hardware and software. Must demonstrate effective problem solving and communication skills. Ability to be flexible in the constantly changing area of technology and with a variety of stakeholders.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Manage a wide range of personalities and demands by first seeking to understand the needs of all stakeholders and then communicating ideas and solutions in a clear, confident and articulate fashion.
- Define, update and implement appropriate information technology strategies in alignment with District goals and priorities.
- Direct the effective delivery of applications, programs and projects to support the mission of the District.
- Provide leadership and direction on the effective use of technology resources for administrative and/or teaching and learning environments.
- Continuously research and make recommendations regarding new technology developments and/or products for efficiency and effectiveness.
- Make recommendations regarding the implementation of programs and procedures to support technology-supported teaching and learning environments for improved academic achievement.
- Develop solutions targeted to manage and improve efficiencies in business processes.
- Develop financial budget models and proposals for projected needs and prioritize and allocate scarce resources to base leverage. Manage and monitor established technology budgets on a continuous basis.
- Supervise daily operation of information technology systems to ensure performance and reliability of systems.

- Supervise a program of technical support and system maintenance that includes hardware acquisition, installation, maintenance, upgrade and repair.
- Direct, develop and implement proper procedures to protect the security and integrity of systems and data. Fulfill the role of District Privacy Officer in protecting electronic assets of the District.
- Develop strategic partnerships with key vendors and state/federal organizations as necessary.
- Direct efforts to complete District, state, and federal reporting requirements within established deadlines.
- Provide technical support in implementing and monitoring District, state, and federal projects and programs to ensure compliance.
- Provide leadership and supervision to the IS team and ensure personnel compliance with established policies, procedures, and guidelines.
- Collaborate with Human Resources in the employment, assignment and evaluation of licensed and classified department personnel.
- Collaborate with District departments to ensure technology needs are met.
- Advise in the planning of physical facilities to ensure the proper design to meet current and future technology needs.
- Provide leadership and technical assistance in the development and implementation of staff professional development pertaining to programs/services of the IS department.
- Assist in the preparation and presentation of reports and recommendations to the Board of Education regarding the programs and activities of the IS department and to respond to the requests of the Board of Education as required.
- Develop, implement and evaluate short and long-range planning procedures for the department.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- Keep current in all appropriate areas of professional development and represent the District at local, state and national meetings and participates in professional organizations where appropriate.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

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

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 machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires a Bachelor's or Master's degree in a computer science, information systems or network related technical field of study PLUS six (6) years of successful job related work experience.
- Requires experience in team leadership, change management, project management or direct supervision. Requires a minimum of one year of supervisory experience.
- Experience in a public K-12 school settings, knowledge of K-12 educational technology and large-scale enterprise applications preferred.

- Requires extensive technical background knowledge and experience. Programming and/or large-scale network experience preferred.
- Requires technical familiarity of enterprise software and hardware applications, network infrastructure, large-scale server environments, and business processes related to data security and protection.
- Requires a high skill level of analyzing, troubleshooting and making timely decisions with regard to technology problem solving and resolutions.
- Requires effective written and verbal communication skills to interact with individuals and groups at all organizational levels, state/federal representatives, professional organizations, vendors and other service providers.
- Requires management and leadership skills to direct multiple projects, motivate staff, create a positive customer service team-oriented work environment and develop future plans and budgets.
- Requires the ability to explain complex technical issues to diverse audiences.
- Requires advanced knowledge of industry-standard principles and practices of Information Technology operations.
- Requires the ability to collaboratively lead staff through highly complex technical troubleshooting processes.
- Requires a valid Utah driver's license.
- Ability to work well with frequent interruptions.

**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.**

**Machines, Tools & Equipment Used:**

- Standard office equipment and machines.
- Computer hardware, software and related equipment.

**Physical Requirements – Not limited to the following:**

- Periodic lifting (not over 20 pounds) of computer hardware and paper supplies.
- While performing the duties of the job, the employee is regularly required to sit, stand, walk, talk and hear. The employee frequently is required to use hands to finger, handle, type and feel and must reach with hands and arms.
- Local travel to schools and other District sites.
- Periodic late night or weekend work as necessary.
- Incumbent must be able to manage periodic high-stress situations.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, 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 in accordance with the requirements of the job.**