PUEBLO SCHOOL DISTRICT 60
ADMINISTRATIVE JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Director of Technology
Prepared Date: 7/2/2018
Revised Date: 9/1/2023
Work Year: 220 days
Department: Technology
Reports To: Chief Financial Officer
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:
The Director of Technology is responsible for planning, directing, and executing all the District's technology programs and activities. This position functions as a collaborative strategic business partner within the organization by aligning technology resources and strategies to help achieve the District's goals, manage the activities and operations of the department, develop operational guidelines and recommend policies, and to prepare and implement a technology plan. This position also provides leadership for the District in technology.

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. The physical demands, work environment factors, and mental functions described below 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.

REQUIRED:
- Bachelor's Degree in Information Systems, Computer Science, or related field
- Five (5) years of experience in technology management
- Previous supervisory experience
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:
- Masters degree in Information Technology or related field
- Previous experience in a Public School District

KNOWLEDGE AND SKILLS:
- Ability to supervise district-wide technology programs, computer systems, operations, applications, and infrastructure
- Ability to design and manage systems that integrate technology into the classroom environment including instruction, recording, reporting and analysis of achievement, communication, and research
- Knowledge of computing and communication systems
- Knowledge and understanding of hardware and operating systems
- Fluency in past and current versions of Microsoft Office Suite (Excel, Word, PowerPoint, and Access), Microsoft networking, Infinite Campus, and Windows operating systems.
- Thorough knowledge and understanding of WAN/LAN networking, client/server applications, Internet, data center operations, printing, copiers, audio/visual equipment, and other district hardware and software.
- Knowledge of project management skills using information systems as both a developmental and monitoring tool
- Ability to articulate a comprehensive information systems vision to various stakeholders and community constituencies
- Ability to partner with professional consultants, vendors, stakeholders, and staff with sensitivity to their needs and abilities.
- Ability to negotiate to find mutually acceptable solutions.
- Ability to keep abreast of new technology trends and their applicability to the District's needs.
- Knowledge of state computerized testing requirements/processes and procedures.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level or work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our

expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Coordinate with all members of the Superintendent's administrative staff
- Direct, oversee and be responsible for the performance of the Technology Department.
- Manage and be fiscally responsible with various budgets specific to technology and software systems to include instructional software, hardware replacement cycle, education technology purchases, and infrastructure services
- Supervise the various information systems functions; coordinate with staff to set functional operating procedures and policies; establish functional objectives to ensure support and alignment with the district's goals and strategic plan
- Direct department personnel for the purpose of prioritizing project deadlines and ensure optimal utilization of personnel
- Establish, develop, and implement information and technology policies and procedures and set appropriate hardware, software, and networking standards
- Direct the research and acquisition of broad-based funding sources to support the district's technology initiatives for schools
- Implement and develop business partnerships
- Ensure district is in compliance with all federal and state laws or rules around the appropriate use of technology and the data privacy of students and staff
- In cooperation with other divisions and departments, ensure that the implementation requirements of the district's information systems are efficiently and effectively integrated with the mission and goals of Pueblo School District 60
- Supervise and oversee the operation of the district's telecommunications systems; coordinate and communicate with vendors for maintenance and service of information systems
- Supervise, either directly or indirectly, all employees in the Technology Department.
- Perform personnel administrative functions (i.e. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and ensuring department outcomes are achieved
- Continually promote appropriate technology integration at all levels in all functions
- Direct the establishment, implementation, enforcement, and maintenance of technology policies/procedures and information security controls. Monitor data security to ensure the integrity and reliability of computerized information systems and protect student and staff data in conformance with state and federal laws and district policy
- Direct district-wide implementation, utilization, and maintenance of all network components
- Direct district-wide implementation, utilization, and maintenance of all security cameras
- Direct district-wide implementation, utilization, and maintenance of all new intercom systems
- Manage the software, computing, network and programming services in support of the District's instructional and administrative activities
- Assist the Director of Communications with public information and communication of the district's technology initiatives and programs

- Maintain knowledge and skills in emerging technologies and make recommendations as to their use to address the district's missions and goals
- Establish effective procedures for monitoring and evaluating the implementation of technology plans
- Oversee the design and development of a connecting infrastructure between school and educational community sites
- Assist with grant projects that encompass technology as a primary focus
- Support the Teaching and Learning Department by assisting with training and professional development related to the use of technology in the classroom as well as the integration of new systems and tools
- Provide for the inclusion of instructional technology in the classroom. Provide for staff development needs to achieve successful implementation of technology into the classroom.
- Assure the district technology requirements are represented in facility and instructional planning. Evaluate, recommend, and coordinate the purchase and implementation of hardware and/or software
- Emphasize excellence in customer service and quality educational programming
- Develop and successfully implement a program of work designed to secure E-Rate, federal, state and corporate grants in order to acquire, expand and maintain cutting-edge, state-of-the-art technology initiatives
- Successfully carry out plan of work to assist with accomplishing the district's objectives as outlined in the strategic plan

NON-ESSENTIAL DUTIES:
- Perform any and all other duties as assigned by the Chief Financial Officer and/or Superintendent

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:
Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:
R – Rarely (Less than .5 hr per day)   O – Occasionally (.5 – 2.5 hrs per day)
F – Frequently (2.5 – 6 hrs per day)   C – Continually (6 – 9 hrs per day)
NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	

Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: **40** lbs.			X		
Lifting Maximum weight: **40** lbs.			X		
Carrying Maximum weight: **40** lbs.			X		

WORKING CONDITIONS:
Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.