

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Director of Informational
Technology and Innovation

CLASSIFICATION:

Administrator

GEEA

ESP:

_____ AFSCME

_____ EXEMPT

DEPARTMENT: Informational
Technology and Innovation

APPROVED BY: _____

DATE: _____

REPORTS TO: Superintendent

GENERAL RESPONSIBILITIES

- 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 Cabinet and district-level administrators.

ESSENTIAL LEADERSHIP SKILLS

- Builds consensus to communicate a clear vision for success.
- Focuses on and is knowledgeable about teaching and learning.
- Demonstrates creativity, strategic thinking and problem solving skills.
- Provide security and innovation with the district technology
- Ensures an inclusive and caring culture.
- Involves all stakeholders.
- Demonstrates ethical behavior.
- Understands the political, social, economic, legal, and cultural context of learning.

SPECIFIC TASKS: (other duties may be assigned)

1. Oversees Informational Technology operations inclusive of Informational Technology staff evaluation.
2. Oversee the instructional technology support for students and staff.
3. Responsible for coordination of instructional technology district-wide including building and overseeing the instructional technology curriculum.
4. Coordinates and communicates activities relating to the district's information literacy and technology literacy programs.
5. Provide an innovative technology learning environment for students and staff.
6. Coordinate the district's technology-related staff development programs.
7. Oversees the Digital Literacy Department inclusive of evaluation of the Digital Literacy Specialists (if Director has PEL with Administrative endorsement).
8. Makes decisions and demonstrates leadership that supports the mission, vision, goals and interests of the school district and of students.
9. Ability to communicate to cabinet level management and BOE with candor, facts/data and with a solution focus
10. Leads team of Informational Technology T staff. Provides and cross training of district IT staff.
11. Designs and implements Informational Technology strategies and infrastructure. Identifies and minimize security risks and compliance with security regulations
12. Analyzes District current and future requirements for Informational Technology needs and systems with a forward rolling plan that incorporates new technologies as appropriate.
13. Works to increase user satisfaction (e.g. ease of use, system reliability, client service.)
14. Evaluates IT operations with regard to established goals.
15. Prepares Board of Education and administrative reports as necessary. Contributes to Board policy on technology matters including the Acceptable Use Policy. Implements policy and procedures as defined by the Board of Education policy, State of Illinois mandates and federal law.
16. Communicates within the Informational Technology team and across departments as needed.
17. Assesses need for new equipment and software
18. Prepares progress and budget reports for cabinet level management and BOE
19. Recommends new members of Informational Technology staff that is consistent with District hiring practices.
20. Builds and maintains relationships with outside vendors.
21. Manages help desk.
22. Contributes to team effort by accomplishing related results as needed.
23. Develops reliable metrics for operations, infrastructure and end user support, inclusive of cross-training members of the Department so that the team can sustain all operations in the event of extended illness/absences
24. Protects District data with a documented disaster recovery plan
25. Security protocols in place to protect district data

KNOWLEDGE AND SKILLS

- Sound understanding of computer systems, networks, security, telecommunications, databases and storage systems
- Strong interpersonal, communication and leadership skills
- Ability to manage and prioritize tasks and projects
- Ability to articulate a vision and corresponding goals for technology as it relates to the Strategic Plan of the District
- Solid working knowledge of infrastructure and security protocols
- Understanding of industry standard applications used by educational institutions (e.g. Google G-Suite, student records management, financial management systems, classroom-based technology, remote learning

and collaboration tools)

- Excellent analytical and problem-solving skills
- Commitment to service, support and collaboration
- Handle confidential information discretely and professionally.
- Ability to use discretion and exercise sound judgment.

EDUCATION AND CREDENTIALING

- Bachelor's degree in information technology, information systems, computer science, education or related field
- Illinois Professional Educator Licensure (PEL) Required
- Master's degree in Educational Administration preferred
- Illinois Professional Educator Licensure (PEL) Administrative or Type 75 preferred
- Technology Specialist endorsement preferred
- Minimum five years' experience working in IT operations
- Minimum three years' experience overseeing IT teams and projects
- Experience working for or with educational institutions
- Certifications and continuing education preferred

*Candidates will be considered who have Bachelor's and/or Master's degree in education along with coursework and/or training in information technology, information systems, computer science or related fields as well as coursework and/or training in organizational leadership/management.

DIRECT REPORTS TO THIS POSITION

- IT department

EVALUATION

- Superintendent with input from Senior Cabinet reviews performance annually.

WORK YEAR

- 12 Month (260 days)

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.			X	
Lifting/carrying objects weighing over 20 lbs.		X		
Pushing/pulling carts, dollies, etc.		X		
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.				X
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.				X
Disciplining and when necessary, discharging employees.				X
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.			X	
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.			X	
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature