NOTICE OF VACANCY

Position: Director of Technology

Work Year: 52 weeks

Salary: Commensurate with School Committee Administrative Pay Policy

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE NO LATER THAN 4:00PM ON JUNE 9, 2015.

JOB DESCRIPTION:

This position reports to the Superintendent. Under limited supervision, performs professional, supervisory, and management duties and is responsible for the overall leadership and supervision of technology throughout Warwick Public Schools. Areas of supervision include instructional technology, data use and analysis, computer applications and hardware, network and technical support, data systems, data reporting, and web services. This position is responsible for the development, implementation, operations, monitoring, and evaluation of the technology programs for the school system. This individual provides leadership in identifying hardware and software purchases, implementing new technology and data systems, ensuring consistency within the school system instructional technology plan and state technology guidelines. The employee coordinates technology staff development. The Director will work collaboratively with the other members of the school system central office staff and school building staff to use technology and include technology as an integral part of the Warwick Public Schools.

SUMMARY OF RESPONSIBILITIES:

- Provide leadership in the identification, assessment and management of technology needs for Warwick Public Schools.
- Direct, coordinate, supervise, facilitate, or perform all tasks and elements needed to effect comprehensive integration of appropriate technology into every facet of operations.
- Contribute to the infusion of educational technology into classrooms, libraries/media centers, and district offices by providing highly motivating, professional leadership in all areas of technology planning and resource management.

DUTIES AND RESPONSIBILITIES:

1. Provide leadership in all aspects of technology for the school system including development of a district-wide technology plan and any updates thereto.
2. Responsible for the leadership and supervision of the technology staff including: Technology Applications/Assessment Coordinator, Information Services Manager, Assistant Information Services Manager, Systems Analyst, Computer Technicians, Data Systems Specialists, Programmer Analyst, Network Analyst.
3. Leads district initiatives, collaborating across departments and functional areas that support adoption and implementation of technology in all aspects of school business, including those that improve teaching and learning and promote 21st century skills.
4. Develops and coordinates a broad range of technology-based resources, maximizing the availability and utilization of these resources.
5. Provides leadership, advice and recommendations to the Superintendent and Directors on technology issues and consults with appropriate administrative personnel in devising, developing and implementing long-term and short-term technology goals.
6. Assists, compiles and composes applications and documentation for various grants for the Warwick Public Schools Department.
7. Develops and executes a comprehensive and cost-effective program of preventive maintenance and repair services for technology devices.
8. Advises and approves all technology purchases.
9. Coordinates all aspects of design, implementation, professional development and information processing of the student information automation system and data warehousing services.
10. Oversees district technology staff development.
11. Develops policies for the use of technology throughout the district.
12. Coordinates all State, local, Federal and Department of Education data reports including, October enrollment, discipline, December enrollment, and State-wide student identifications.
13. Provides school department staff with information on the availability of existing and emerging technologies in support of data use in the district.
14. Evaluates technology systems and applications and providing recommendations for hardware and software in response to the organization’s needs.
15. Manages technical aspects of the district’s telephone system and cellular phone networks throughout the district.
16. Oversees web development and web services.
17. Devises, develops, implements and maintains systems of internal controls, emergency and backup procedures, proper licensing, system upgrades, and disaster recovery plans to insure integrity of information, security of databases, and internal network access control.
18. Works effectively with vendors and other external partners.
19. Leads staff to determine and implement best technological practices that enhance teaching and learning.
20. Prepares and administers budgets for technology program; evaluates expenditures to ensure proper allocation of funds and adherence to organizational accounting requirements, and coordinates with other departments or agencies to ensure maximum services and resources.
21. Performs other related work as required by the Superintendent.

JOB REQUIREMENTS:

EXPERIENCE: A minimum of at least 10 years’ experience in K-12 education with demonstrated professional experience in a technology leadership role.

EDUCATION: Bachelor’s degree and Master’s degree in related fields.

CERTIFICATION: RI Administrative Certification Required.

SKILLS:

Include strong leadership abilities to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, planning and managing projects, preparing and maintaining accurate records; utilizing pertinent software applications; staff supervision and organization; and network management.

Must be able to communicate clearly and concisely and develop effective working relationships with staff, faculty, students and the public. Must be able to handle confidential data and material with utmost discretion. Must possess creative thinking and superb problem solving skills.

APPLICATIONS:

ALL APPLICATIONS MUST BE SUBMITTED IN WRITING WITH UPDATED RESUME TO THE:

Human Resources Office
Warwick School Department
34 Warwick Lake Ave.
Warwick, RI 02889