

Newburgh Enlarged City School District  
**Job Description**

<b>TITLE:</b>	Director of Information and Technology
<b>REPORTS TO:</b>	Executive Director for Information & Technology
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. Hold NYS School District Administrator certification/School District Leader certification</li><li>2. Preferred Master's Degree in Instructional Technology, Information Technology.</li><li>3. Preferred an Advanced Graduate Certificate in Educational Leadership.</li><li>4. Demonstrated success in approaching Professional Development through hands-on cohort model.</li><li>5. Demonstrated success with integrating technology in primary grades to support language skills</li><li>6. Experience designing/deploying online professional development resources to support adult learners</li><li>7. Background SAMS, Level I, and Level II reporting</li><li>8. Demonstrated success regarding design thinking, strategies for evaluating technology through a pedagogical lens (i.e. SAMR, TPACK)</li><li>9. Demonstrated success regarding technology professional development with school district administrators</li><li>10. Experience in reporting and data analysis; experience with Slate, Banner, and Cognos is preferred.</li><li>11. Experience with relational database, SQL, SPSS, and ability to manipulate data using SQL and ACCESS</li><li>12. Demonstrated excellent written and oral communication skills, strong interpersonal and consensus building collaboration skills.</li></ol>
<b>JOB GOAL:</b>	<p>The Director must be a strategic thinker with extensive experience working with teachers and administrators around the strategic and measurable use of data and technology as a tool to support student learning and achievement. This includes K-12 professional development experience, a focus on curriculum, and demonstrated experience with assistive technologies to ensure equitable learning opportunities for all scholars. Strong communication, organization, and interpersonal skills, and the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology. The Director will assist the Executive Director in overseeing the district's Information and Technology department, guiding, supporting, mentoring, monitoring and evaluating 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 will assist in the development and implement a strategic vision for the use of technology in the district in both the academic and infrastructural systems Universal Design</p>
<b>DUTIES AND RESPONSIBILITIES:</b>	<p><b>LEADERSHIP &amp; PROFESSIONAL DEVELOPMENT</b></p> <ol style="list-style-type: none"><li>1. Support the carrying out of the District's strategic plan.</li><li>2. Maintain knowledge of and communicate current research findings and forecasts related to the effective use of technology in the school's educational program.</li><li>3. Provide current, cutting-edge information to support decision-making on academic and administrative technology matters.</li><li>4. Collaborate in the district's computing initiatives, developing rollout strategies, planning and conducting teacher training, and communicating with and presenting to students and parents as the program is launched.</li><li>5. Partner with members of the community to articulate mission values and</li></ol>

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### DUTIES AND RESPONSIBILITIES: (continued)

- connections between ethics and technology.
- 6. Champion changes in curriculum design and delivery in conjunction with administrators.
- 7. In collaboration with the Executive Director of Information and Technology oversee professional development of staff on the integration of technology into the curriculum. Will also at times provide direct professional development.
- 8. Ensure that all educators have access to the appropriate tools for 21st century learning.
- 9. Focus on ensuring that network and other technology resources are used safely and responsibly rather than limiting access.
- 10. Serves as a resource on the use of data and instructional technology to teachers and leaders.
- 11. Provide expertise and support to the IT Department team during systems upgrades, installations, conversions and file maintenance of select applications.
- 12. Actively engage in the development of the technology budget

### MANAGEMENT

- 1. Under the direction of the Executive Director for Information and Technology, coordinate & manage partners, staff & contractors engaged in NECSD technical projects and programs.
- 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
- 4. Oversees the delegated responsibility of isolating, researching and resolving complex problems or issues for critical district applications
- 5. Oversee the reporting of week Data submissions through Level 0 , Level I & Level II
- 6. Coordinate and manage technology processes that support the student, business, human resources and financial records, management, and accounting systems.
- 7. Work with key system leaders, and departments to identify steps needed to meet strategic goals.

### PROCUREMENT & BUDGETING

- 1. Effectively allocate and manage resources to support strategic priorities and initiatives.
- 2. 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.
- 3. Possess the understanding of industry-standard related practices and procedures of regulations and guidelines as they relate to the purchase and use of software.
- 4. Develop and monitor annual instructional technology and technology operations budget in cooperation with appropriate stakeholders.

### Other 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. Participates and leads in District Technology Department Team meetings.
- 3. Under the direction of the Executive Director of Information and Technology, support and plan to implement professional development for all staff relating to administrative and instructional technologies and provide follow-up training, supporting documentation as needed.
- 4. Stay abreast of state and national standards, benchmarks, and frameworks for technology literacy.
- 5. Attend related training and workshops; stay current with field knowledge and

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	<p>continue to increase knowledge and expertise of the availability and trends of emerging technologies.</p> <p>6. Performs other duties as assigned by the Executive Director and Superintendent.</p> <p>7. Summer school responsibilities as assigned by the Superintendent or designee.</p>
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