



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Executive Director of Information Technology** FLSA Status: **Exempt**  
Job Family: **Administrative** Pay Grade: **C**  
Prepared/Revised Date: **January 1, 2018** Job Code: **10211**  
Days: **260**

**SUMMARY:** Provide dynamic, responsive, collaborative and forward-thinking vision, leadership and management of technology systems and services to support the mission and goals of the District. This includes the planning, development, implementation management and maintenance of all applications, infrastructure, security, networks technology training and communications. Investigate, research, evaluate and recommend creative and innovative uses of technology as a means of improving instructional, curriculum, academic support and administrative delivery systems. Participate in the visioning and implementation of strategic initiatives through involvement with the Superintendent and Cabinet.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
<p><b>1. Strategic Vision:</b></p> <ul style="list-style-type: none"><li>• Provide vision and direction for the design, analysis, implementation, and management of district telecommunications, data, and network systems.</li><li>• Work collaboratively with senior administrators to align Information Technology (IT) long-range planning strategies with educational vision.</li><li>• Evaluate technological changes, emerging technologies and best practices in computer and communication fields to recommend innovative and cost-effective integration of new technologies.</li></ul>
<p><b>2. Leadership:</b></p> <ul style="list-style-type: none"><li>• Facilitate effective communication and utilization of IT resources.</li><li>• Lead by example with creative and proactive communication strategies.</li><li>• Provide leadership on all IT related projects for business operations, telecommunications and student support and instruction.</li></ul>
<p><b>3. Budget:</b></p> <ul style="list-style-type: none"><li>• Effectively manage IT operating and capital budgets.</li><li>• Ensure that programs, equipment and systems selected are cost effective and understand the total present and future cost of changing or implementing technology solutions.</li></ul>
<p><b>4. Management:</b></p> <ul style="list-style-type: none"><li>• Hire, supervise, train, mentor, develop and evaluate IT staff.</li><li>• Represent the District and its technology and telecommunication issues to outside organizations including state and national organizations.</li></ul>
<p><b>5. Collaboration:</b></p> <ul style="list-style-type: none"><li>• Develop, maintain lines of, and facilitate communication with Superintendent's Cabinet and administrators to assist in proactive problem resolution and to ensure technology aligns and supports the District's strategic plan.</li></ul>



Description of Job Tasks
<p><b>6. Quality and Customer Service:</b></p> <ul style="list-style-type: none"><li>• Quickly and effectively resolve technical problems that may occur in the process of system implementation or operation to minimize adverse impacts on staff and students.</li><li>• Assure high availability of all systems and that technology products and services are of the highest quality.</li><li>• Provide for and direct a highly responsive technology help desk service for district technology users.</li></ul>
<p><b>7. Other Duties:</b></p> <ul style="list-style-type: none"><li>• Support and implement the Board’s Ends statements and Superintendent’s Policies by working closing with school and central office administrators.</li><li>• Member of the Superintendent’s Cabinet and attend Board of Education meetings and prepare reports as required.</li><li>• Perform other duties as assigned.</li></ul>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s degree in Information Systems Management, Computer Science or related field.
- Minimum of 5 years of administrative experience managing a large IT department with emphasis in areas of project management, business operations and technology systems conversion management required.
- Experience with K-12 school district central office administration and IT management preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver’s license.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong leadership skills including facilitation, planning, problem solving and mentoring.
- Excellent oral and written communication skills.
- Knowledge of current PSD vision and strategic goals.
- Knowledge of/skills in integrating technology into classroom instruction.
- Knowledge of voice/data communication systems and networks, business applications, web design, e-commerce, Internet/intranet access, computer maintenance, data warehouse services, parent Internet data access, media/library systems, security and database management.
- Knowledge about laws and legal issues related to copyright, student privacy, filtering and other aspects of school technology use.
- Advanced knowledge of software application development, programming and operating systems.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to participate and work in a team environment.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator



**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and Access.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Superintendent	
<b>Direct reports:</b>	5 Direct Reports; 60+ in the Department	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	