

KUNA JT. SCHOOL DISTRICT NO. 3
POSITION VACANCY ANNOUNCEMENT

JOB STATUS: All Applicants
JOB TITLE: Administrator of Information Technology
LOCATION: Kuna School District Office
CALENDAR: 260 Days with 20 days of vacation
HOURS: Full Time
SUPERVISOR: Asst. Superintendent of School Support Services

SALARY:
\$70,000 - \$80,000 dependent on previous education and experience.

BENEFITS:
Medical, Dental, Vision, Life Insurance, and Public Employees Retirement System,
Employee Assistance Plan

JOB SUMMARY:
The Director of Technology is a creative and service minded 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 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 service to schools 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 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 is a part of the District Cabinet Leadership Team.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job

1. Computer Science degree or equivalent in education and experience. Prefer candidates that have worked in information technology in a K - 12 environment.
2. Experience working with educational mobile devices such as Chromebooks preferred.

3. Experience with a range of software, hardware, and operations systems (Windows, Mac, VMWare, NetApp or other SAN storage, Video Security, Cisco, VOIP, Active Directory, Backups and backup strategy, IOS).
4. A deep knowledge of using Google Suite for Education in a work environment.
5. Proven record of accomplishment in technology planning and technology personnel management, ideally in a K-12 academic setting to include online learning platforms.
6. Experience preparing and managing budgets, managing the public bidding process, and familiarity with eRate.
7. Proven track record of integrating technology into a classroom setting.
8. Proven track record of effective project management.
9. Strong verbal and written communication skills.
10. Proven track record of supervising and mentoring technical employees to high performance.
11. Broad knowledge of industry standards and best practices in the use of technology in schools, including NAIS Principles of Good Practice on Technology and International Society for Technology in Education National Technology Standards (ISTE NETS)
12. Proven track record of thinking strategically, managing multiple priorities, working with ambiguity and delegating.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Develop and implement a strategic vision for the use of district technology.
2. Support the implementation of the District's strategic plan.
3. Maintain knowledge of and communicate current research findings and forecasts related to the effective use of technology in the school's educational program.
4. Provide current, cutting-edge information to support decision-making on academic and administrative technology matters.
5. Serve as the primary leader for the district's 1 to 1 computing initiative, developing rollout strategies, planning teacher training, and communicating with and presenting to students and parents as the program is launched.
6. Partner with members of the community to articulate mission values and connections between ethics and technology.
7. Partner with administrators in curriculum design and delivery.
8. In collaboration with the Assistant Superintendent of Academic Services or designee, oversee professional development of staff on the integration of technology into the curriculum. Will also at times provide direct professional development.
9. Ensure that all educators have access to the appropriate tools for 21st century learning.
10. Use industry standards and best practices to provide for district security needs.

MANAGEMENT

1. Oversee all administrative aspects of technology programs and services in the district, including infrastructure implementation and maintenance, support of educators and support staff in the use of hardware and equipment and management.
2. Evaluate the performance of technology department employees and oversee training and support to enhance contributions. Coordinate with school and teacher leaders to ensure alignment of needs with solutions.
3. Oversees the delegated responsibility of designing, developing, analyzing and enhancing school district based programs and applications (ex. Tyler SIS, Schoology, Versatrans, Nutrikids, Destiny, etc).
4. Oversees the delegated responsibility of isolating, researching and resolving complex problems or issues for critical district applications.

PROCUREMENT & BUDGETING

1. Explore contracting with cloud-based and out-sourced services and negotiate advantageous contracts when appropriate
2. Effectively allocate and manage resources to support strategic priorities and initiatives.
3. 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.
4. Possess the understanding of industry-standard related practices and procedures of regulations and guidelines as they relate to the purchase and use of software (specifically copyright laws and the use of licensed equipment and materials.
5. Develop and monitor annual instructional technology and technology operations budget in cooperation with appropriate stakeholders.

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. Comply with applicable District, state, local and federal laws, rules and regulations.
3. Respond willingly to emergency situations outside of the standard work schedule.
4. Pitch in where needed even if it's outside of formal domain.
5. Perform other duties as assigned by the Superintendent.
6. Attend work regularly.

PHYSICAL DEMANDS

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and monitor.

QUESTIONS:

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Please apply at kunaschools.org