![Eau Claire Area School District logo]

JOB DESCRIPTION

Job Title	Director of Technology, Media, and Data Systems
Department	Media & Technology
Reports To	Superintendent
Classification	Administration
Location	District Office
Salary	On Schedule
Length of Contract	12 months

> This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Under the supervision of the Superintendent, the Director of Technology, Media, and Data Systems provides, responsive, innovative, collaborative, and forward-thinking vision, leadership and management of all technology, media and data 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, as well as comprehensive support for the teaching and learning activities of the staff and students, and safe, secure, and efficient operations of the District. Evaluates assigned personnel and performs related work as required. Additionally, this position serves as a member of the Superintendent's Cabinet.

Essential Job Functions

- Develops and executes a strategic vision for technology that aligns with the implementation of the ECASD Equitable Multi-Level System of Supports.
- Provide technological services to the schools, school staff and families.
- Provides reliable access to school network resources accessible with individual devices in a safe environment both in and out of school.
- Manages the budget, staff, and resources of technology related services, ensuring efficiency, effectiveness, and quality of service.
- Administers all information systems including computer, multi-media, and telecommunications.
- Provides leadership and guidance for the operation and support of the technology infrastructure, applications, and systems, including networks, servers, databases, software, hardware, and devices.
- Establishes and enforces technology standards, policies, and procedures to ensure security, reliability, and compliance.
- Aggressively addresses data security and privacy issues in schools.
- Resolves data systems integration and automation challenges to improve accuracy and efficiency and increasing districtwide productivity.
- Leads and implements the District's E-Rate program.
- Negotiates with vendors regarding contracts, pricing, and implementation.
- Stays current on technology developments.

- Evaluates emerging technologies and trends, and recommending appropriate investments and initiatives to improve safety, security, performance, and efficiencies.
- Oversees the design, development, implementation, and approval of innovative technology solutions that enhance teaching, learning, research, and administration.
- Develops and maintains communications and partnerships with district staff and external organizations and individuals.
- Collaborates with internal and external key parties, such as teachers, staff, students, administrators, vendors, and state agencies, to foster partnerships and communication.
- Ensures professional development and training opportunities for technology staff and users.
- Reviews and seeks improvements to technology related supports to ensure safety and security of district students, personnel, and data.
- Leads or advises departments on the selection of District technology related systems, including, but not limited to student or staff data, financial data, student learning, safety and security, inventory or asset control, preventive maintenance, and records.
- Supervises and evaluates technology, media, and data services staff.

Ancillary Job Functions

- Attends School Board meetings as directed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Technology, Educational Administration, or related field.
- Experience working in computer science or information systems.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Advanced graduate work beyond master's degree
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Bilingual/bicultural skills.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Understanding of data analysis.
- Knowledge of school systems (components and interdependence).
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to work effectively with individuals and groups.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to learn and adapt quickly as situations change.
- Ability to effectively plan, organize and manage time.
- Ability to maintain confidentiality in all tasks.

- Ability to work independently with minimal supervision.
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office environment and moderate noise levels.

Physical Requirements – The physical demands 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 essential functions.

- Must be able to sit for extended periods of time.
- Frequently required to talk and listen.
- Must be able to regularly use repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.