

JOB TITLE:	Executive Director of Information Technology
EMPLOYMENT STATUS:	Full-time 230 days, Salaried
PAY GRADE:	Administrative Pay Grade 4
IMMEDIATE SUPERVISOR:	Chief Executive Officer

POSITION DESCRIPTION: The Executive Director of Information Technology reports directly to the Chief Executive Officer with the primary responsibility of developing the strategic vision for Information Technology systems throughout the district and facilitating its execution by providing direction for daily operations and strategic integration and deployment. The Executive Director is also responsible for providing leadership to the Information Technology department, visioning, planning and deploying information solutions, strategic systems integration, and managing stakeholder relationships and experiences with Information Technology.

MINIMUM QUALIFICATIONS: To be qualified for this position, applicants must possess:

- Bachelor's degree in Information Technology or related field preferred **and/or** equivalent work experience in technology at the senior leadership level;
- Minimum of three years leadership experience in information systems;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

ESSENTIAL FUNCTIONS OF THE POSITION

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position.

An administrator employed by the Butler Technology and Career Development Schools in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the administrator is required to perform any other duties assigned.

- Serve as a leader in developing the strategic vision and the execution of the integration of technology in the education system and serve as a resource to the district through the Chief Executive Officer on all matters related to information technology systems, systems integration, and user experiences with information technology;

- Provide leadership to the management of both the network/security aspects of information technology and separately the collaborations with curriculum and building staff to effectively integrate usable and functional technology solutions uniquely into each classroom;
- Contribute to leadership efforts as requested by the Chief Executive Officer;
- Responsible for the leadership, daily operation, and supervision of the information technology department;
- Foster the development of organizational culture within the information technology department, promoting transparency and collaboration throughout the organization;
- Work cooperatively with the Chief Executive Officer and other administrators on the development of continuous improvement and general operational plans for the district, as well as the information technology department;
- Oversee the task of securing or building and maintaining the appropriate front-end software solutions to fully integrate various generally web applications to create a unified user experience and facilitate necessary and appropriate data collection;
- Develop IT department capacity to effectively analyze data to improve department and district performance;
- Plan and manage the budget creation and execution process within the department, including the establishment of budgetary goals and facilitation of district initiative fund allocation;
- Work collaboratively with the Chief Executive Officer on the development, implementation, and improvement of the information technology department solutions and services;
- Strengthen integration of systems for secondary and adult programming within Butler Tech information technology solutions;
- Partner with other administrators to develop and maintain strategic relationships with stakeholders, including but not limited to associate schools, higher education institutions and industry partners;
- Manage the administration of agreements, contracts and grants;
- Track the progress of departmental performance measures and drive positive change of performance measures;
- Responsible for the supervision, development, and evaluation (including recommendation for termination or non-renewal and oversight of individual work plans) of information technology administrators as assigned by the Chief Executive Officer;
- Manage special projects at the direction of the Chief Executive Officer;
- Represent the district at local, regional, state, and national committees and associations relating to information technology;

ESSENTIAL FUNCTIONS OF ADMINISTRATIVE LEADERSHIP

All administrators employed by the Butler Technology and Career Development Schools are expected to perform the following functions and duties.

- Support effective leadership by applying best practices in the administrator's area of expertise, encouraging continual improvement, and holding staff and others accountable for having high standards and positive expectations for achievement and performance;
- Utilize effective administration and management techniques by performing job duties at a high level, exercising sound and consistent judgment, and applying knowledge of Board policies, Administrative Guidelines, and fiscal management;
- Facilitate the development of a shared Mission and Vision among staff;
- Work cooperatively with other administrators to integrate individual efforts into unified district programs or projects;
- Contribute to the development and implementation of the district's Strategic Plan;
- Promote equity and appreciation of diversity among faculty, staff, students and the community;
- Develop effective relationships with staff and the community by making sound personnel decisions, properly assessing stakeholder needs in decision-making, promoting collaboration, communicating clearly, and providing effective rewards and recognitions;
- Contribute to the creation of an environment of high achievement, continual improvement, professional growth, and acceptance;
- Maintain high standards of ethics, honesty and integrity in all matters;
- Comply with all Board Policies and Administrative Guidelines, and recommend revisions or improvements to same;
- Conduct subordinate evaluations as required by Board Policy or the Master Agreement;
- Maintain confidentiality of student and personnel information;
- Develop and continuously update an individual work plan;
- Achieve and maintain technological proficiency with district operating systems and programs, and promote similar proficiency among staff;
- Attend staff meetings/events, student ceremonies, trainings, and Board of Education meetings as directed; and
- Be willing and able to devote the time and effort necessary to do the job effectively.

WORK ENVIRONMENT AND CONDITIONS

Occasional: Exposure to moderate to loud noise levels; exposure to inclement weather driving conditions; interaction with unruly children and adults; dust, hazardous chemicals, blood borne pathogens, and other contaminants

Frequent: Attend functions or perform duties outside of normal working hours; travel to other facilities for professional duties; prolonged periods of standing; moving and lifting supplies and materials up to 50 lbs.; significant fine finger dexterity; seated computer/desk work; working under time constraints; operation of computer and related office equipment

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

The work environment characteristics described here are representative of those an administrator encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

EVALUATION

Administrators shall be evaluated in accordance with Board Policy.

Reviewed and Acknowledged by: _____ Date: _____
(Executive Director of Information Technology)