

JOB DESCRIPTION

Title: Director of Information Systems

**Primary Function:
(Job Goal)**

Accountable for the management and performance of all computer information systems as utilized in the administrative operations of the district. Additionally, provides technical guidance and support in developing and updating a long-range plan for the application of computers and technology in all instructional and administrative programs.

Reports To: Superintendent
(Accountability)

Supervisory Responsibilities:

Supervises technology support staff, and provides input into their evaluations.

Qualifications:

Bachelor's degree with at least five years previous experience in management, support and design of computerized information systems.

**Performance Responsibilities:
(Essential Duties)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Design and maintain the district information system programs and software to meet the needs of the district and all of the schools.
- Establish information system policies, standards and procedures with a level of security which provides maximum operational availability.
- Provide constant evaluation of the effectiveness of current information system operations with recommendations and plans for improvement which better meet the needs of the school system.
- Seek alternative solutions and funding to keep operation and maintenance of information systems as low as reasonably achievable, without diminishing necessary support for the needs of the instructional computing curriculum.
- Plan, coordinate, and provide staff development (conducts in-service when necessary) in the use of the computer as an instructional tool.

Terms of Employment: Twelve (12) months

Evaluation:

Performance of this job will be in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Employee Signature Date

Supervisor Signature Date

Copy to Employee and Supervisor