

# Cedar Springs Public Schools

## Director of Technology (224)

### JOB POSTING

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#### **Job Details**

*Posting ID*

**224**

*Title*

**Director of Technology**

*Description*

Cedar Springs Public Schools encourages qualified individuals to apply for the position of Director of Technology. The primary responsibility is to ensure that District students and staff have access the necessary systems, infrastructure and devices to support exceptional learning opportunities, top quality operations and foster communication with constituents. The Director of Technology will actively use the district's strategic plan, FLIGHT Plan 1.0 as their guide to provide world-class user experiences. Are you up for the challenge?

#### **Position Responsibilities:**

- - Maintain the district's effectiveness and efficiency by defining, delivering, and supporting FLIGHT Plan 1.0 for effective technology across the District.
  - Develop the annual operational budget for technology, including a replacement plan for district infrastructure and end user technology.
  - Provide advisory leadership to district administration and staff regarding the implementation and use of technology.
  - Work with building administrators and departments to define individual technology needs in the building.
  - Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance.
  - Develop requirements, outlines, budgets, and schedules for information technology projects district wide.
  - Ensure adherence to information security best practices in the district by developing and implementing industry standard policies, guidelines and procedures.
  - Maintain business relationships with vendors, outside technical support, and consultants regarding purchases, installation, and maintenance of infrastructure equipment and software.
  - Prepare bid specifications and analyze bid proposals for district equipment (computer, server, and network equipment, software, and telecommunications).
  - Plan for, implement and maintain hardware and software
  - Manage the wide-area network
  - Ensure for proper data back-up
  - Collaborate with building and department on security issues
  - Advise and enforce information security policies
  - Track and ensure compliance with licensing and agreements
  - Maintain an inventory of all equipment

#### **Profile of the ideal candidate:**

- Recognizes the role of technology in the context of educating children
- Proven track record of leadership
- High knowledge base with substantial expertise in all facets of technology in a school setting
- Experienced supervisor and evaluator who seeks to build the capacity of each employee
- Excellent communication skills with a customer service mentality
- Collaborative yet able to make firm decisions
- Team player
- Compliant with state, federal and local laws, regulations and reporting requirements
- Experience in developing and monitoring a capital budget including long-range forecasting
- Puts safety first
- Utilizes data and best-practices; well-read and up to date on the latest trends

- Flexible. Willing to learn and grow

**Qualifications:**

- This position requires a minimum of a Bachelor’s degree, with a Master's degree preferred.
- MSBO certification or willingness to obtain
- Previous supervisory experience

**Skills/Knowledge/Abilities (SKA) Required:**

- Strong customer relation skills to effectively communicate and collaborate with all stakeholders.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, governmental regulations and legal documents.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, staff, general public and Board of Education.
- Ability to manage fiscal resources.
- Ability to solve practical problems and deal with a variety of challenges creatively.
- Solid project management skills work completion on a timely basis and within budget.

**Reports to:** Chief Financial Officer

**Salary:** \$75,000-85,000 (commensurate with education and experience)

**WHO ARE WE?**

Cedar Springs Public Schools is a Preschool through 12th-grade public school consisting of over 3,500 students and nearly 400 employees. We are located within the city limits of Cedar Springs, Michigan in Kent County. Cedar Springs Public Schools is one of 20 member public school districts within the Kent Intermediate School District (KISD). We are unique in that our schools are all located within a single campus setting with the exception of the Middle School which is located 1 mile south of the main campus. The setting is secure, picturesque, and allows easy access for families participating in activities for more than one child.

Our exemplary educational system is a result of the collaborative efforts of parents, students, school and community. Together, we are providing opportunities for students to reach their full potential by providing a well-rounded educational experience. **WE are RED HAWKS!**

**DISTRIBUTION:** Internal / External

**APPLICATIONS:** Submit an application, cover letter and resume through the online Unified Talent SchoolSpring system. NO HARD COPY APPLICATIONS WILL BE ACCEPTED/REVIEWED VIA MAIL OR HAND DELIVERY.

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$75,000 to \$85,000</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>District Administration</b>
<i>External Job Application</i>	<b>Certified (Admin)</b>	<i>Internal Job Application</i>	<b>Certified (Admin)</b>
<i>Location</i>	<b>District Office</b>	<i>Posting Status</i>	<b>Inactive</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>11/05/2021</b>	<i>General Start Date</i>	<b>11/05/2021</b>
<i>Internal End Date</i>		<i>General End Date</i>	

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

*Name*

*Location*

*Email*

*Title*

*Phone*

**References**

*Automatically Send  
Reference Check*    **Yes**

*Reference Check  
Form*

**Certified Survey**