

**EASTERN UPPER PENINSULA INTERMEDIATE SCHOOL DISTRICT
JOB DESCRIPTION**

DIRECTOR OF INFORMATION TECHNOLOGY

Reports to: Superintendent

Purpose of Position: Provide overall technology leadership for the Eastern Upper Peninsula ISD and its constituent districts, including the supervision of staff, development and maintenance of the annual budgets and long-range technology planning for the success of the region.

Period of Employment: 245 days

Minimum Qualifications:

- Master's Degree preferred; Minimum of bachelor's degree, and equivalent experience and education
- Strong leadership, team building skills and proven effectiveness in involving and working with people at all levels
- Competence and experience with all aspects of educational technology
- Competence and experience in budget development and management
- Experience in writing and administration of grants
- Competence and experience with regulations that effect technology delivery
- Ability to communicate effectively
- Competence and experience with the reporting requirement of state and federal governments and their programs as they relate to technology issues and programs
- Regular and reliable attendance
- Valid driver's license

Duties and Responsibilities:

- Provide leadership to constituent districts and stakeholders regarding the most cost-effective method for delivery of regional technology in support of education.
- Provide leadership in the deployment and management of a regional data network
- Provide leadership in regional technology issues, both internal and external to education
- Manage budget preparation and operation
- Supervise employees directly involved in the delivery of technology services
- Implement and maintain benchmarking protocol to anticipate capacity needs and evaluate cost effectiveness of systems
- Active involvement in statewide technology groups
- Act as the chief information security officer for REMC22 maintaining a high level of security for all members. Organize security training for district and member staff. Be the champion for enhanced security
- Manage REMC operations and staff
- Maintain awareness and knowledge of all technologies including current and emerging classroom technologies.
- Seek funding for and manage technology-related grant projects
- Always remain free of substance abuse and/or illegal drug use
- Perform other duties and responsibilities as assigned by the superintendent

Wages and Fringes:

Administrative contract as established by the EUPISD Board of Education.