



# ANCHOR BAY SCHOOL DISTRICT

## *Human Resources Department*

5201 County Line Rd Suite 100 Casco Twp. MI 48064

Phone: (586) 725-2861 Fax: (586) 727-9059

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## NOTICE OF VACANCY

**Position:** Director of Technology  
**Location:** District Wide  
**Schedule:** Full time, flexible hours as needed  
**Salary:** \$95,382 - \$127,936, based on degree and experience

### Position Summary:

Provides vision and leadership for the District's technology (both instructional and non-instructional) and information systems function; plans, organizes and directs the design, development, acquisition and implementation of District technology and information systems to meet current and future technology needs, and to support the primary goals, objectives, operating plans, and policies of the District.

### Principal Duties and Responsibilities:

- Provides leadership for the development and integration of instructional technology programs.
- Develops training to all staff in the use of current technology to meet curricular needs.
- Maintain current certifications and knowledge related to technology and instructional practices.
- Provides strategic direction and leadership for the Technology Department and the District with regard to technology and information systems; in collaboration with management, develops short and long-term goals, objectives and strategies related to technology and information systems.
- Ensures a reliable and secure technology infrastructure which meets current and future District technology and information system needs.
- Consults with management to determine information and technology requirements and priorities of various departments; provides the necessary resources to evaluate, install, maintain, and upgrade system applications, and meet customer needs.
- Directs the continuing review of present technology and information systems, determines appropriate changes to effect improvements, reduce costs, and enhance efficiency; implements changes within limits of District resources.
- Provides project management, operations and contractual expertise for Technology Department and the District.
- Negotiates vendor contracts for information technology products and services.
- Performs, coordinates and assists with projects, programs, activities and events as needed or assigned.
- Develops, implements, and maintains the annual operating and capital budgets for the Technology Department; ensures that expenditures are managed within established parameters, analyzes variances and takes appropriate action.
- Promotes and provides for the integration of technology and information systems throughout the District.
- Develops strategic alliances to promote and support District goals and objectives.
- Establishes policies, procedures and work standards for the Technology Department.
- Provides direction and support to subordinate Technology Department personnel to ensure effectiveness and efficiency; plans, organizes, assigns, and delegates work; provides Level 4 diagnostic and troubleshooting

support for Department personnel; ensures technical training and instruction for Department personnel to maintain and enhance knowledge and skills.

- Hires, trains, coaches, develops, and evaluates subordinates; initiates disciplinary action as indicated.
- Engages in ongoing education to maintain and enhance professional competence, knowledge, skills, and to determine best practices in order to effectively perform all assigned responsibilities, maintains updated knowledge of statutes, regulations and standards in the field of information technology services.
- Exercises appropriate discretion in the protection and release of confidential information.
- Performs such other services and responsibilities as may be assigned by the Superintendent.

### **Required Qualifications:**

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

### **Education and Experience:**

This position requires a bachelor's degree from a four year college or university in computer science, information technology or related area, or equivalent combination of education and experience.

This position requires related experience in information technology in a complex, multi-location organization. Experience related to instructional technology in a school setting is strongly preferred.

### **Required Skills:**

- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to perform highly complex and technical tasks.
- Ability to function in a fast-paced environment.
- Ability to communicate effectively with both technical and non-technical personnel, at multiple levels within the organization.
- Ability to negotiate and develop business contracts for information technology products and services.
- Ability to design and integrate information technology, technology and telecommunications systems. Senior level technical ability in PC hardware, software and peripheral devices; internet usage, and telecommunications systems.
- Ability to manage complex projects with significant financial impact.
- Ability to develop and manage a financial plan.
- Ability to supervise and develop/mentor subordinates.
- Ability to function with a keen attention to detail.
- Ability to prioritize multiple tasks, meet tight deadlines, and remain organized when frequently interrupted.
- Ability to establish positive working relationships, demonstrate customer service skills, and function in a professional manner.

**Apply online by March 23, 2018 [www.anchorbay.misd.net](http://www.anchorbay.misd.net)**

Attach resume and 3 letters of recommendation