



**Job Title:** Executive Director of Information Technology

**Department:** IT  
**Reports To:** Chief Information and Operations Officer  
**Grade:** XG-02  
**Number of Days:** 12 Months  
**Security Access:** ESC  
**Current Date:** August 18, 2014  
**Overtime Status:** Exempt

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**Job Objectives:** Develop and maintain a comprehensive IT plan for the entire District. Participate in the technology strategic planning for the District. Supervise all areas of technology and oversee, direct, manage, and administer the District's IT department and operations.

**Minimum Qualifications:**

- Bachelor's Degree in Computer Science, IT, Management Informations Systems, Engineering, or Business Administration.
- Minimum of ten years of management experience in directing and supporting IT, hardware, software, network infrastructure, and systems in a large multi-tiered environment.
- Experience in technology strategic planning, service management and delivery, network, and communications infrastructure design and hardware/software evaluation preferred.
- Must have proven leadership and management ability. Technology management experience in an educational system / environment a plus.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develop and maintain a comprehensive IT plan for the entire District including instruction and administrative functions.
- Responsible for the implementation of technology as outlined in the Bond Referendum.
- Develop proposals and standards for hardware, software and systems applications.
- Monitor and approve the evaluation of District hardware and software.
- Evaluate new developments in technology that relate to the District's automation plans and objectives.
- Assist management in identifying areas to be improved utilizing automation.
- Oversee the maintenance and repair of all technology equipment used in the District.
- Supervise all District technology personnel.
- Support and serve on the Superintendent's staff meetings as requested.
- Attend all Board of Education meetings as required.

- Provide leadership to identify strategic technology direction in education applying current information technologies and best practices.
- Supervise establishment of methodologies to evaluate new and emerging technologies that enhance teaching and learning.
- Monitor status of on-going projects, reviews plans for future projects, current priorities, and requests for new projects.
- Supervise provision of administrative and instructional systems and infrastructure.
- Manage multiple complex projects to achieve results within required cost.
- Supervise system analysis, design, development, testing, and quality assurance.
- Supervise identification and provision of appropriate technical training for staff.
- Supervise on-going maintenance and security of existing mission critical information management systems, network equipment, and server infrastructure.
- Supervise development of technology training programs and ongoing support.
- Perform all additional duties and obligations assigned by the Chief Information and Operations Officer and/or Superintendent of Schools.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to direct and manage budgets, personnel, and operations for an enterprise IT department.
- Exhibit strong organization, communication, and planning skills.
- Comprehensive knowledge of the best principles and practices in IT.
- Relationship manager with the ability to resolve parent, community, school administrator, and/or employee complaints about IT related issues.
- Capacity to evaluate and analyze IT data and its impact on District.
- Ability to interpret and develop IT policy and procedures at the federal, state, and local level.
- Demonstrates success working with administrators, teachers, staff, and community support groups to plan for establishing goals, objectives, and action plans to produce expected results.
- Ability to develop and present budget and technology business cases, proposals, and presentations.
- Ability to oversee managed services and contracts.
- Comprehensive knowledge of Microsoft office products, such as Access, Excel, Outlook, Project, Word, etc.

**Supervisory Responsibility:**

- Must be able to effectively lead a large diverse staff while performing the following functions: interview, hire, and train employees; plan, assign and direct work; appraise performance; reward and discipline employees; address complaints and resolve problems.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Professional office environment.
- Frequent, in-district travel between TPS sites.
- Some state and national travel as required.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.