

# DeKalb County School District

## Position Specification

Title: Executive Director, Information and Innovation

**DIVISION:** Information Technology

**GRADE:** 134

**DEPARTMENT:** Information Technology

**WORK DAYS:** 246

**REPORTS TO:** Chief Information Officer

**FLSA STATUS:** Exempt

**RETIREMENT:** Teachers Retirement System

**APPROVED (HCM):** November 1, 2019

### General Statement of Job

Under minimal supervision, oversees the accessibility and integrity of information, the interoperability of systems, as well as integrated support and services necessary to provide continuous access to engaging and empowered learning and business enterprise environments. The Executive Director of Information and Innovation assists the Chief Information Officer in ensuring compliance with established goals and strategic plan by maintaining organizational technological strategy, defining the requirements for new technology implementations and communicating them to key business stakeholders. This position works with executive leadership, builds strong collaborative relationships, and plays a vital role in facilitating executive decisions regarding technology, innovation, and information in the DeKalb County School District.

### Specific Duties and Responsibilities

#### **Essential Functions:**

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Tasks and responsibilities will be in concurrence with implementing the Strategic Plan and Aligned Management System. Other duties may be required and assigned.

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| <ul style="list-style-type: none"><li>• Tracks new technology developments in areas of interest to the school district that supports an on-going technological edge within the industry, analyzes and improves upon technology standards and maintains organizational awareness of new technologies.</li></ul>                       |
| <ul style="list-style-type: none"><li>• Collaborates with division leadership to provide expansive and continuous access to engaging learning and business enterprise environments for all students and staff supported by emerging technologies, relevant and accessible information, and integrated support and services</li></ul> |
| <ul style="list-style-type: none"><li>• Collaborates with division leadership on the implementation of a change management process that ensures information and technology infrastructure decisions are documented, evaluated, and implemented effectively</li></ul>                                                                 |

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| <ul style="list-style-type: none"><li>• Collaborates with central office and school-based leadership to ensure accountability in the effective integration of technology and accessibility of information</li></ul>                                                  |
| <ul style="list-style-type: none"><li>• Facilitates the exploration, identification, evaluation, and implementation of new and innovative technologies and applications that meet district's strategic goals.</li></ul>                                              |
| <ul style="list-style-type: none"><li>• Identifies, recruits and coordinates with external partners to assist with the implementation and delivery of key technology services and information to students, staff, and community</li></ul>                            |
| <ul style="list-style-type: none"><li>• Supervises work efforts towards the seamless interoperability of the district's applications and systems to ensure the exchange, interpretation, and cohesive use of data.</li></ul>                                         |
| <ul style="list-style-type: none"><li>• Supervises the facilitation and coordination of all activities related to systems and applications that support business and student functions of the district</li></ul>                                                     |
| <ul style="list-style-type: none"><li>• Manages directly or indirectly staff members who have key responsibilities associated with accessibility and integrity of information, the interoperability of systems, as well as integrated support and services</li></ul> |
| <ul style="list-style-type: none"><li>• Prepares, administers, and monitors appropriate department budgets</li></ul>                                                                                                                                                 |
| <ul style="list-style-type: none"><li>• Stays current with trends and research in technology and attends related conferences and ongoing training</li></ul>                                                                                                          |
| <ul style="list-style-type: none"><li>• Provides regular updates to senior executive staff on division and district initiatives and goals</li></ul>                                                                                                                  |
| <ul style="list-style-type: none"><li>• Performs other duties as assigned</li></ul>                                                                                                                                                                                  |

### Education and/or Experience

Master's Degree in Information Technology, Instructional Technology, or closely related field from a Professional Standards Commission approved accredited college or university is required.

Minimum of seven (7) years leadership/managerial level experience in Information Technology or closely related experience and a minimum of ten (10) years of documented experience supporting the interoperability of information applications and systems as well as the integration of technology infrastructure and tools to support the strategic goals of a K – 12 environment is required.

**Certificates, Licenses, Permits:** Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6 or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

### Knowledge, Skills & Abilities

**Knowledge of** information technology environments, education environments, business environments, strong strategic planning skills, well-developed leadership and management skills; ability to develop new concepts to integrate seemingly unrelated processes; organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; DCSD policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services;

curriculum guidelines for the school system and state requirements; effective training and delivery models for adult learners; and linkage between student achievement and position-embedded professional learning

**Skill in** researching, analyzing, and developing strategy; persuasively facilitating adoption of new technology concepts and ideas, collaborating with district stakeholders as well as federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees; effective oral, written, and interpersonal communication; data analysis; and group facilitation techniques

**Ability to** direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; plan and develop course of study suitable for adult learners; develop and implement a comprehensive plan; demonstrate sufficient physical stamina to deliver training programs; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously

**ADA Requirements:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all sedentary criteria are met.

**Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Talking:** Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

**Performance Factors:**

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not

compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given procedure directions relative to work steps or the final project.

**Decision Making:** Ability to make appropriate business decisions.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school district. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.