

School District of Santa Rosa County
Job Description
Assistant Superintendent, Information Technology Services (ITS)

Reports To: Superintendent
FLSA Status: Exempt
Department: Information Technology
Prepared by: Human Resources
Date: September 10, 2019
Job Code: 11050

Primary Duties and Responsibilities (Essential Functions):

- Provide strategic and tactical planning, development, evaluation, coordination, and maintenance of enterprise IT systems, and the related infrastructure throughout the school district, examining ongoing methods to effect improvements, reduce cost, manage risk, and enhance efficiency to leverage maximum return on investment
- Work with administrative and instructional leaders to identify and promote the use of current and emerging technologies to support excellence in all facets of student learning.
- Provide a Business Intelligence (BI) platform to enable district and school goals to be tracked to facilitate those goals being met
- Supervise all assigned staff; promoting collaborative team-based workgroups
- Facilitate training and professional growth opportunities for all IT staff, including non-IT district employees as needed.
- Ensure all regulatory reporting requirements are met
- Serve as a member of the Superintendent's senior staff
- Assist the Superintendent and senior staff in organizational analysis and planning
- Assist in the preparation of the School Board meeting agendas and content; present divisional-related action items and reports; suggest policies, rules, and procedures to the Superintendent
- Effectively communicate IT goals with board members, administrators, teachers, students, parents, community members, and business partners
- Perform other incidental tasks consistent with the goals and objectives of this position

Supervision Received:

- Superintendent of Schools

Supervision Exercised:

- IT Operations and Support Staff
- Other Staff as Assigned

Minimum Qualifications & Skills Required:

- Bachelor's Degree or higher from an accredited educational institution in a relevant Information Technology related field
- Minimum of ten years' progressively greater leadership experience in information technology
 - Management of application development and support services
 - Managing operations and support services (network operations, server operations)

Preferred Qualifications & Skills:

- Information Technology Architecture background
- Software development experience (lifecycle), including middleware and enterprise application development
- Data Center, Disaster Recovery (DR) and Continuity of Operations (COOP) experience
- Multi-platform database design and data integration experience
- Practical IT experience in the public education arena

Physical Demands:

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Approved Compensation Plan
- Administrative Salary schedule
- 12 Number of Months
- 8 Hours per Day

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.