EMPLOYEE NAME: ____________________________  
Revised: 2/07; 7/07; 10/11; 10/12; 9/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Director, Special Projects  
JOB CODE: 643
DIVISION: Strategy and Accountability  
SALARY SCHEDULE: Technology Services
DEPARTMENT: Technology Services  
WORK DAYS: 238
REPORTS TO: Senior Executive Director of Technology  
PAY GRADE: Rank A (NT01)
FLSA: Exempt  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Directs resources and activities for special projects; directs tactical and operational IT substructure to support District goals; aligns and calibrates the organization's technology 3-year plan strategy with District priorities; oversees technology e-Rate processing for compliance and reporting; facilitates the development and implementation of special projects enterprise plans that support technology objectives.

REQUIREMENTS:

1. Educational Level: Bachelor or Master Degree in Computer Science, Information Systems or other related field; or equivalent experience (2 years of exempt level experience = 1 year of college). A combination of experience and education may be used to meet the degree requirement.
2. Certification/License Required: None
3. Experience: Minimum of 5 years of IT and business/industry work experience, with at least 2 years of leadership experience in managing multiple, large, cross-functional teams or projects, and influencing senior level management and key stakeholders; requires advanced technical and business knowledge in quality assurance, project management and other related disciplines
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Co-ordinates E-rate reporting to help maximize reimbursement for approved products and services.
3. Administers and coordinates the development and on-going analysis, revision and distribution of the Technology Disaster Recovery Plan including the technology support matrix.
4. Develops IoT (Internet of Things) reports and assessment tools for existing and proposed networked physical objects that contain embedded technology used to communicate and sense or interact with the external environment.
5. Provides comprehensive and timely reports to the Senior Executive Director of Technology from the districts various operational and management systems.
6. Facilitates a current 3-year technology plan with annual assessment and updates to that plan.
7. Evaluates new products and services for District usage.
8. Participates in development and delivery of professional training for specialized areas of District need.
9. Establishes partnerships for special district technology projects with other Technology Directors, technology staff and District administrative staff to achieve project objectives.
10. Performs other duties as assigned by Senior Executive Director of Technology.

Signature of Employee ____________________________ Date ____________________________

Signature of Supervisor ____________________________ Date ____________________________