



Job Title: Director of Technology Data & Privacy
Department: Technology and Media
Reports To: Technology & Media Director III
FLSA Status: Exempt
Salary Schedule: AA lane 03 (Director I)

SUMMARY

The Director of Technology Data and Privacy oversees the information systems (IS) required to support the goals and objectives of Washington County School District. They direct and coordinate the work of the data and privacy side of the technology department. They focus inward in order to implement an information technology (IT) strategy that meets the district's needs, delivers optimal return on investment and maintains utmost information privacy.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Oversees and directs projects and assignments within the Data and Privacy Division of the Technology Department, consisting of the Systems and Development team.

Leads efficient operation of the team so that prompt modernization and upgrades of IS are performed as needed.

Conducts performance evaluations that are timely and constructive.

Collaborates with District Administrators to identify ways IS can assist the District in achieving its goals.

Identifies new IS developments and technologies; anticipates resulting organizational modifications.

Ensures that systems infrastructure adequately support the District's computing, data processing, and communications needs.

Assists the Director of Technology in the development and implementation of the Technology Data and Privacy IS budget.

Communicates goals, projects, and timelines of the company to the technology Data and Privacy division; plans ways to execute those goals within the division.

Establishes long-term IS needs and plans and develops strategies for developing systems and acquiring software and hardware necessary to meet those needs.

Assists as top-level contact for end users in determining IS requirements and/or solutions.

Ensures compliance with government regulations that apply to systems and data.

Conducts research on technology products and standards to remain abreast of developments in the industry.

Acts as the District's Data Privacy Officer and Student Data Manager.

Assists in the instruction of the different facets of PowerSchool, as well as additional tools, to various users including teachers, administrators, counselors, and registrars.

Directs and assists in the creation of web-based reporting tools for extracting, manipulating and reporting data from PowerSchool and other data sources.

Coordinates with the Director of Technology Learning and Media to define specifications for educational requirements in PowerSchool and other learning technologies. Uses these specifications to direct the development of reports and customizations that will assist in data-driven decision making and improve its effectiveness for teachers, parents, secretaries, registrars, administrators, and district office personnel.

Directs and assists in the development of data integration services with the various systems used by the district.

In Coordination with the Director of Technology Learning and Media, directs and assists in the development of training series for PowerSchool that includes central and on-site training for staff developers, teachers, counselors, registrars, administrators, and district personnel.

Creates and updates user help and training pages for PowerSchool on the district web site. Provides ongoing troubleshooting for the PowerSchool web interface or reporting engine to all levels of district personnel.

Maintains Google Apps for Education for the district.

Maintains a high level of confidentiality and discretion.

SUPERVISORY RESPONSIBILITIES

This position will have supervisory responsibility over the employees assigned to the Data & Privacy Division of the Technology & Media Department.

KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Understanding and experience with educational infrastructure, understanding and experience with the needs of teachers, staff and administrators in a public educational environment.

Demonstrated ability to communicate and train teachers and staff to effectively use educational technology software and systems.

Technical understanding and experience with LAN and multi-site WAN technology including security, Active Directory services, Internet connectivity, protocols, IP addressing, topologies, wiring specifications, routers, routing protocols, peripherals, switches, VLANs, etc. Technical

understanding and experience with operating systems including Windows operating systems, Mac OS X, and Linux.

Demonstrated ability to organize and work effectively with other people.

Must be familiar with productivity software including word processing, spreadsheets, database, and desktop publishing. Skill with computer and network diagnostics.

HTML, PHP and other web-based applications skills are essential.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Strong written and verbal communication skills. Strong leadership skills and good interpersonal and organizational skills.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in computer information technology or other related field of study and 5 years' experience supporting technology and training staff or a combination of education and work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Hold and maintain a valid Utah driver's license.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle. The employee frequently is required to stand and walk; talk or hear; reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up

to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: Technology & Media Director II		Date: July 2013	
Approved By: Executive Director, Human Resources		Date: July 2013	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 10/26/2015
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 05/26/2017
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Assistant Director	Date: 07/01/2018
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Technology & Media Director III	Date: 04/21/2022

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	