

Position: Director of Technology Services

Job Classification: Professional

Reports To: Associate Superintendent for Administrative Services

The Director of Technology Services manages the day-to-day operations of the financial software systems area of the Technology Department. She/he will manage the implementation and support for the MAISD financial software system consortium. This management includes, but is not limited to, developing implementation schedule, meeting with users to determine system needs, trouble-shooting day-to-day software issues, performing training for new and current users, facilitating regular end-user meetings, and acting as the key communicator with software provider.

Qualifications: The Directory of Technology Services must possess a Master's Degree or better in education, computer technologies or a related field. A minimum of five years of leadership in a technology-related field, including successful experience in administration and management, is required.

Essential Job Functions:

1. ~~Manages~~ Manages financial system project including, but not limited to, software enhancement requests, trouble-shooting, creation of system documentation and scheduling of system upgrades.
2. ~~Conducts~~ Conducts training sessions for financial system users.
3. ~~Maintains~~ Maintains updated knowledge of state and federal requirements as they pertain to the financial system.
4. Works collaboratively with software provider to ensure the financial system meets the needs of the MAISD Technology consortium.
5. Supervises supports and evaluates technology financial services staff.
6. Facilitates communication among technology financial services staff and coordinates administrative functions.
7. Meets regularly with the Associate Superintendent for Administrative Services to provide progress reports and other information on financial system projects and goals.

8. Facilitates communication between Technology Services and the financial system clients.
9. Meets with and provides prospective customers with service proposals.
10. Performs such other tasks and assumes such other responsibilities as may be assigned by the Associate Superintendent for Administrative Services.

Annual Salary = \$105,781

Expense Account = \$0

Reimbursed Expenses = \$0

Supplemental Compensation = \$1,750