

DIRECTOR OF TECHNOLOGY
2022 - '23
JOB DESCRIPTION

Job Title: Director of Technology - Signature School, Evansville, Indiana

Reporting to: Executive Director, Signature School

Job Summary: The Director of Technology will provide dynamic, responsive, and forward-thinking leadership and direction in the use of technology systems and services to support the mission and goals of Signature School. This includes the planning, development, procurement, installation, implementation, management and maintenance of all applications, infrastructure, security, networks, technology training as well as comprehensive support for the teaching and learning activities of the staff and students. Responsibilities range from strategic and long-range planning and implementation of technology solutions to providing individual and group support. Experience working in the education field is helpful to best understand the ways in which technology supports educational outcomes.

Job Responsibilities - The Director of Technology will:

- Work with the Technology Committee and other stakeholders to develop and implement the Technology Plan, to be submitted to the Executive Director by January 10th of each year, with a timeline and budget requirements for each item. The Technology Plan should be a rolling plan of regularly scheduled and budgeted network and end user device replacements and upgrades, including but not limited to the following:
 - Train/coordinate training of faculty, staff, students on hardware and software
 - Evaluate, develop, and implement information/decision support systems for administrative functions under the direction of the Executive Director
 - Advise and implement agreed-upon procedures to increase the security, efficiency and accuracy of administrative data
 - Manage electronic information security
- Operate in compliance with local, state, and federal regulations and requirements
- Manage and oversee maintenance of school hardware, including but not limited to servers, personal computers, printers, copiers, scanners, and the telephone system
- Manage and oversee school software and software subscriptions
- Manage and oversee school internet infrastructure, both wired and wireless
- Maintain network security by providing selective access to data stored on the network.
- Manage and oversee the student information and learning management systems in coordination with Academic Advising.
- Assist and advise the Academic Advising team as needed
 - to build the master schedule
 - to ensure proper enrollment and tracking of all students, grades 9 -12
 - to ensure proper maintenance/handling of transcripts and student records
 - to ensure that school course titles and descriptions align with state curriculum requirements, academic honors diploma, and Core 40 requirements
- Oversee the information systems that help to ensure accuracy of state reports; function as Data Security Coordinator
- Assist in data collection, submission of state/federal required DOE reports and technology-related grants (such as E-Rate)
- Assist the designated test coordinator to administer computerized standardized testing
- Plan for and provide technology support for school meetings, assemblies, and events
- Provide an interface between computer systems and users so that current and proposed systems are being utilized in an efficient manner

- Research outside funding opportunities and grants for the purpose of providing additional funding to enhance technology
- Generate and maintain a Disaster Recovery/Business Continuity plan and present a report annually to the Board of Directors.
- Perform other duties as directed by Executive Director

Minimum Qualifications:

- Strong analytical skills
- Strong organizational and time management skills
- Ability to troubleshoot and narrow down the cause of an issue and resolve it
- Flexible and adaptable mindset
- Willingness to go the extra mile
- Approachability in working with students, staff, parents, and community members
- Professional demeanor
- Demonstrated integrity, excellence in judgment, and ability to work independently
- Commitment to maintaining Signature School culture
- Ability and willingness to develop proficiency in school information system software

Preferred Qualifications:

- **Education:** Associates Degree in Information Technology, or Computer Sciences field or higher degree. Three years' experience in CIS and networking
- **Certifications:** A+ Certification MCSE Certification and Network + Certification
- **Communication:** Exceptional communication skills both oral and written with the desire to lead.
- **Computer Skills:** Comprehensive understanding of all systems software applications and system hardware architecture, advanced Excel, A+ Certification, MCSE, CCNA, or Network +.

Compensation:

- Commensurate with experience
- Year-round position

Application Process: Please send letter and resume to Jean Hitchcock, Executive Director, Signature School, 610 Main Street, Evansville, IN 47708 or to jean.hitchcock@signature.edu. Please specify "Technology Director position" in the subject line.

About Signature School: *Signature School is a globally-focused grades 9-12 public charter, International Baccalaureate (IB), and Advanced Placement (AP) Capstone school that has established a tradition of high academic performance and achievement by creating a culture of learning based on trust and mutual respect. Board members, faculty, and staff share the focused goal of ensuring student success. Students, with their "signatures," attend the school by choice, knowing the educational opportunities are challenging. Faculty and staff are committed to helping students meet their educational goals and hold themselves accountable through state, national, and international external assessments and through internal evaluation. Results are published annually.*

Signature School has an open campus in downtown Evansville, Indiana. Students eat lunch at nearby restaurants, have PE at the YMCA, and do research at the public library. We have no bells, no lockers, and no theft. We are open admission with students from diverse educational, ethnic, and socioeconomic backgrounds. Since 2008, we have had more applicants than spaces and have conducted a lottery for admission.

Since 2006, Signature School consistently has ranked in the nation's top 100 high schools. Most recently, US News & World Report ranked Signature the best charter and the third best high school in the country; the Jay Mathews (of the Washington Post) Challenge Index ranked Signature the second most challenging high school in the nation. Signature has achieved its remarkable results by firmly adhering to an open admissions policy. The school does not select its students. We believe that all students, given the opportunity, can attain a high level of academic success. All Signature students, regardless of test scores or other criteria, are enrolled in AP and IB courses. There are no barriers. Motivation is the only requirement. For further information about Signature School, go to www.signature.edu.