



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

<b>Position Title:</b>	Director of Instructional Technology and Logistics
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8888
<b>Reports to:</b>	Chief Technology Officer
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary:</b>	\$140,000

**Position Summary:**

The Director of Instructional Technology and Logistics oversees the technology infrastructure and operations within St. Louis Public Schools. This role includes strategic planning, implementation, and management of technology resources to support the district's educational and administrative needs.

**Essential Functions:**

Responsible for development, implementation, operation, monitoring and evaluation of the technology department for the district. This role involves strategic planning, implementation, and management of technology resources to support the educational and administrative needs of the district.

- Develop, implement, operate, monitor, and evaluate the district's technology department.
- Maintain technology operations, including systems administration, network management, telecommunications, data security, backups, and emergency recovery plans.
- Provide leadership in identifying and purchasing hardware and software, ensuring alignment with the district's instructional technology plan.
- Collaborate with curriculum and instruction teams to develop and deliver technology training for administrative and instructional systems.
- Develop and implement a comprehensive technology plan aligned with the district's goals, providing leadership and vision for integrating technology into education.
- Oversee and maintain the district's help desk operations to ensure timely and effective technical support for staff and students, implementing processes to track and resolve issues efficiently.
- Manage and upgrade the district's technology infrastructure, including networks, servers, telephones, and hardware, ensuring reliable and secure operations.
- Work with educators to integrate instructional technology into the curriculum, providing guidance and support for effective use of educational tools.
- Develop and manage the technology budget, securing funding opportunities such as grants and partnerships to support technology initiatives.
- Lead and manage the technology team, including hiring, training, and evaluating staff while fostering a collaborative and innovative work environment.
- Ensure compliance with all relevant laws, regulations, and district policies related to technology use and data security, developing and enforcing necessary policies and procedures.
- Provide training and support for staff and students on technology use, promoting digital literacy and effective classroom technology integration.



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- Manage relationships with technology vendors and service providers, negotiating contracts and ensuring high-quality service and product delivery.
- Stay informed about emerging technologies and trends in educational technology, identifying opportunities for innovation and continuous improvement in district technology practices.

**Knowledge, Skills and abilities**

- Strong leadership and communication skills.
- Ability to manage multiple projects and priorities.
- Knowledge of current technology trends and best practices in education.

**Experience:**

- Minimum of 5 years of experience in technology management, preferably in an educational setting.
- Minimum of 3 years of technology leadership and project and program management.

**Education:**

- Bachelor's degree in Information Technology, Computer Science, or Educational Technology
- Master's degree Information Technology, Computer Science, or Educational Technology (preferred)
- Relevant certifications in IT management, cybersecurity, or educational technology are strongly preferred
- A current Missouri superintendent certification (preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior office environment
- Very limited or no exposure to physical risk

