Director of Information Technology

ORGANIZATION SUMMARY

For almost two decades, LA Promise Fund has uplifted schools, students and families in South LA to ensure more Black and Latinx students are prepared for success in college, career, and life. Today, we accomplish this goal as an education management organization that runs two South LA charter schools and coordinates high impact educational enrichment programming to ensure students are college and career bound. Russell Westbrook Why Not? Middle and High Schools advance a college-prep culture and integrated digital media arts-themed education, with significant parent engagement, socio-emotional supports, and leadership development.

Simultaneously, LA Promise Fund works with schools County-wide to offer a portfolio of programs that foster motivated, engaged, and directed students poised for academic, professional, and personal success. Currently, these regional programs include a focus on female empowerment, STEM, media arts, college readiness, career exposure and work-based-learning, school improvement design, and parent engagement. We work alongside a network of essential partners, students, parents, teachers, and school leaders to build strong schools that increase educational equity within South LA and beyond. To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

The Director of Information Technology is responsible for providing leadership in the planning, development, implementation, and administration of information technology and services to support instructional, student services, administrative, and operational programs and services districtwide, including voice and data communications systems, administrative and educational computing systems, network services, e-mail, internet services, servers, storage area network, disaster recovery and back-up, technical support services, computer software and hardware acquisition, inventory, maintenance and repair, computer system design and installation. This position is under the supervision of the Chief Operations Officer and works closely with school leaders to provide dynamic, responsive, collaborative, and forward-thinking leadership, and hands-on management. This is a full-time, exempt position.

RESPONSIBILITIES AND DUTIES

Technical Responsibilities
- Maintains and oversees all aspects of the organization's technology systems and procedures

- Oversees continuous and efficient functioning of host, network, and web hosted servers
- Manages and administers domain systems, student information systems, email systems (Office365/Google Workspace), website, network file sharing systems
- Provides technical support in maintaining websites
- Provides support to end-users regarding access, operation, and troubleshooting of various software programs and network related problems
- Manages organization-wide IT help desk and ticket system, overseeing fulfillment of staff requests for technology assistance regarding hardware and troubleshooting of software
- Executes start-of-school year processes that include provisioning and maintaining systems and assigning technology to students and staff
- Researches hardware and software failures and configuration issues to discover fixes, identify trends in technical failures, and recommend long-term solutions
- Serves as a key advisor in the planning, purchasing, installation, and servicing of technology
- Oversees and communicates best cybersecurity practices
- Plans, organizes, controls, and directs technology services, equipment, software, and activities; develops, implements, and maintains technology systems and services
- Ensures Acceptable Use Policies are followed and updated as needed
- Participates in the development of long and short-range plans for the configuration and utilization of technological systems; forecast needs and requirements while providing recommendations, directing the design and implementation of systems and procedures for improving efficiency of operations
- Supervises the evaluation, acquisition, installation, maintenance, and repair of all technological assets; develops specifications and coordinates purchasing for information systems, devices/equipment, and other technological needs; evaluates, recommends, and coordinates the purchase and installation/implementation of hardware/equipment and software/systems
- Ensures that technology activities are performed in compliance with all applicable laws, codes, and regulations
- Ensures that all school software is properly licensed and utilized
- Ensures the security and safety of all technological systems
- Develops and monitors procedures and security measures to ensure validity and security of all district end- information and access to technology
- Supports, monitors, manages, and evaluates educational technology needs and programs, in collaboration with School Leadership
- Manages and maintains organization-wide technology inventory

- Evaluates, coaches, supports staff and team members, as assigned

Management and Training Responsibilities
- Collaborates with team members, software vendors, and other technical staff to develop, design, implement, and continuously improve systems
- Directs staff and students in the care and use of technology
- Instructs staff for the purpose of complementing classroom instruction with various software applications and the use of electronic technology
- Provides technical expertise and support to the School Leadership Team regarding technology function, including in the development of policies, procedures, and programs as well as recommendations for trends, solutions, and corrective actions/responses
- Develops, implements, and monitors district and site technology plans, in collaboration with stakeholders
- Prepares and administers/monitors the budget for the Technology Department including contracts with outside vendors, agencies, and other parties, in collaboration with the Fiscal Department
- Researches and collaborates with team members on a variety of sources to develop new programs that meet staff training needs
- Participates in meetings, workshops, and seminars to gather and/or convey information required to perform the function of the job
- Directly supervises, trains, and develops Technology Managers and IT Support Technicians

Other duties as assigned.

CANDIDATE REQUIREMENTS
Education and Experience
- Any combination of education, training and/or experience equivalent to: a Bachelor's degree in a computer or engineering-related field and three years' experience maintaining network infrastructure and troubleshooting hardware and software in a multi-site, multi–OS environment
- Experience using and supporting instructional computer applications in a classroom
- Classroom or teaching experience a plus
- Minimum 3 years demonstrated leadership in administrative or supervisory assignments
- Experience in the K-12 school setting
- Training or professional development experience highly preferred

Knowledge, Skills, and Abilities
- Resourceful, creative, able to multitask, prioritize and manage time effectively

- A strong collaborator, good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan
- A proven ability to manage and grow a team toward goal and objectives
- Entrepreneurial - a self-starter with a high energy level and an action-oriented individual
- Bilingual in Spanish preferred
- Commitment to LA Promise Fund mission and values
- Must clear a LiveScan criminal background check
- Must clear a TB Risk Assessment
- Must complete Mandated Reporter training
- COVID-19 Vaccination

COMPENSATION
Salary commensurate with qualifications, experience, and education. Excellent, full benefits package.

HOW TO APPLY
Email your cover letter and resume to careers@lapromisefund.org.