Job Description

Job Title: Executive Director
Technology & Transportation
Position Code: IE26
Job Classification: Exempt

Supervisor: Assistant Superintendent Human Resources and Staff Support
Pay Grade: 52
Contract Length: 245

Job Summary
Position is responsible for planning, administering and directing the division’s technology and transportation operations. Ensures compliance with state and federal regulations. Plans and administers budgets; supervises department personnel.

Essential Duties
1. Oversees the planning, development and execution of departmental budgets that will support the vision and mission of the division
2. Lead the development and approval of the division’s Technology Strategic Plan to include annual updates
3. Oversee all aspects of Transportation’s operations to include route planning, field trip management, vehicle maintenance, fuel and parts management, safety programs, training, and compliance with federal, state and local regulations and policies
4. Oversee all aspects of Technology’s operations to include technical support, network management, software and hardware systems maintenance, data base management, telecommunications, teleconferencing, computer & server purchases, audio visual equipment, fire and security alarm systems maintenance
5. Provide project leadership and management control for significant technology and transportation initiatives funded by the division
6. Manage the evaluation, selection, procurement, installation and utilization of division technology
7. Communicate Technology’s and Transportation’s vision and services to officials, division staff and community
8. Manage the evaluation, selection, procurement, maintenance and utilization of school buses and all other district vehicles
9. Advise Superintendent of weather or other hazards that may affect transportation and/or technology services
10. Liaison with City of Newport News engineers, technologists, police, fire, State Department of Education, WHRO and other appropriate agencies

Other Duties
1. Performs any other related duties as assigned by the Assistant Superintendent Human Resources and Staff Support or other appropriate administrators.

Job Specifications
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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
At a minimum must possess a Bachelor’s degree (Master’s preferred) in business administration, educational leadership, management information systems, operations research, or related field. Must possess extensive progressively responsible experience in both large-scale computer and transportation operations management positions. Must possess leadership/supervisory and budget experience. Must understand how large organizational systems work and be able to plan, organize, and direct complex, comprehensive technology and transportation programs. Must be able to establish and maintain effective working relationships with school officials, administrators, staff, parents, and others.

Working Conditions & Physical Requirements
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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Technology and Transportation Staff

**Supervision Received:** Assistant Superintendent Human Resources and Staff Support

This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent Human Resources and Staff Support, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

**Approvals:**

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I acknowledge that I have received and read this job description.

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