



## Director of Technology

### **Qualifications:**

1. Must have earned a master's degree or certification in the area of educational technology
2. Must have a background of experience, training or certification to provide leadership
3. Must have the management and supervisory skills to advance technology services for the benefit of students and staff in the district
4. Must meet any additional qualifications set by the district.

**Reports To:** Superintendent

**Supervises:** Non-tenured teaching staff and technology department staff

**Goal:** To provide leadership and coordination in the use of technology, including all support services and educational operations. Takes initiative in developing and implementing a district-wide technology plan.

### **Duties and Responsibilities:**

1. Directs, coordinates, and manages the school district's information management system and other technology-based services
2. Provides the leadership and direction needed to improve administrative operations through more effective use of technology; forecasts needs and requirements
3. Works collaboratively to implement applications in instructional technology that enhance student achievement in all subject areas
4. Provides leadership to teaching staff in best use of technology to support student learning
5. Supervises, trains, assists, guides and evaluates all staff under his/her direction
6. Assigns technology staff priorities and activities; monitors work flow
7. Develops, implements and oversees the district-wide Technology Plan
8. Initiates innovative applications of information technology across the district through consultation and collaboration
9. Directs and coordinates the management of the district's web site
10. Supports use of technology at school sites and allocates available resources to align with priorities
11. Seeks and acquires additional financial and technology resources to support the district's work related to technology use
12. Develops and delivers reports as needed to board members, district personnel and others
13. Prepares and submits state reports for the district
14. Keeps current on new technologies, technology grant opportunities, and Federal, State and local opportunities
15. Develops and monitors technology budget; maintains appropriate fiscal records
16. Represents staff and District at meetings and conferences
17. Maintains the system-wide inventory of technology assets
18. Repairs and/or coordinates repairs for hardware
19. Manages all server/workstation functions related to district assessments

### **Knowledge of:**

1. Research on best practices for use of instructional technology to increase student achievement and increase staff productivity
2. Principles and practices of data processing, project management, administration and evaluation; database management and systems applications.
3. Principles and practices of the establishment, installation and maintenance of a district-wide network, operational characteristics and requirements of computer hardware and peripheral equipment
4. Principles and practices of organization, administration and personnel management including supervision, training and performance evaluation, budget preparations and administration

5. Applicable federal, state and local laws, procedures and regulations
6. Effective communication techniques

**Ability to:**

1. Direct and evaluate the operations and activities related to technology including district wide network; the purchase, leasing, installation, repair and use of electronic equipment, software and computer peripherals
2. Design, develop, implement, direct, review and evaluate the strategic district wide technology planning including instructional and administrative applications
3. Analyze strategic direction of district plan for technology; provide solutions and future direction in support of plan and district goals and objectives
4. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
5. Develop creative solutions to technology challenges in spite of minimal resources
6. Conduct regular training and inservice sessions for district personnel
7. Work collaboratively with others to support Technology Plan objectives

**Terms of Employment:**

Salary to be established by the Board of Education

12-month work year

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.