

**Director of Technology
New Hanover County Schools**

Job Description

Class: Administrative

Dept: Technology

TITLE: Director

QUALIFICATIONS:

1. Bachelor's degree in Computer Science, Information Technology, or a related field or equivalent combination of education and experience.
2. Five years of increasingly responsible technical, analytical, administrative, and supervisory experience.
3. Valid North Carolina driver's license.
4. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Assistant Superintendent of Technology and Digital Learning

JOB GOAL: To assist the Assistant Superintendent of Technology and Digital Learning with technology and digital learning for the school system.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and technology.
2. Liaison to the Assistant Superintendent of Technology and Digital Learning in planning for all technology initiatives; vision, goals, program objectives, infrastructure, staffing, training, evaluation, policies, procedures, budgeting, and collaboration with others.
3. Assist the principals with implementing district technologies and the building-level technology plans.
4. Plan, develop, and implement staff development activities to meet digital learning competencies for administrators, teachers and students.
5. Plan with Directors of Facility Planning and Maintenance to develop bid specifications, design guidelines, educational specifications, and long range plans for interrelated construction projects.

6. Use the state and local technology plans to establish standards for the purchase of equipment and supplies for digital teaching and learning as well as management activities according to the local purchasing guidelines and state contracts.
7. Supervise the system-wide inventory of technology assets; plan and coordinate the implementation of special activities to promote technology; participate in site selection with consultants and specialists for new projects.
8. Supervise and conduct personnel administration duties for direct report subordinates, including evaluating, assigning special projects, monitoring attendance and travel reports and granting leave.
9. Coordinate and plan Erate projects with Erate Coordinator.
10. Coordinate activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant Superintendent for Technology and Digital Learning; prepare and present staff reports and other necessary information; make presentations to various boards and committees.
11. Participate in construction budget preparation and administration; negotiate with contractors; assist in selection; negotiates fees.
12. Participate on a variety of school system committees; attend and participate in professional groups and committees.
13. Perform related duties and responsibilities as requested by the Assistant Superintendent of Technology and Digital Learning.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA V

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations; general programs, policies, and practices used in educational organizations.

- Demonstrate functional knowledge of Federal, State, and local codes, laws, rules, and regulations related to construction; general knowledge of infrastructure requirements and components of local and wide area networks, Internet, intranets, and distributed learning.
- Demonstrate functional knowledge of principles of supervision, training, and performance evaluation; ability to establish evaluation strategies and implement formative and summative activities.
- Demonstrate functional knowledge of long range and strategic planning concepts; ability to manage financial resources.
- Demonstrate functional knowledge of computers and related technologies as they apply to pre K-12 education; knowledge of resources that support the Digital Learning Competencies and instructional integration of technology.
- Ability to lead technology planning efforts including activities to develop, implement, and evaluate both systems and school technology plans.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; ability to work alone or supervise any number of personnel required to accomplish the assigned task; ability to provide technical and analytical support to a diversity of internal and external individuals/groups.
- Ability to utilize graphic arts, develop, and present professional presentations to a wide variety of individuals/groups; ability to utilize all aspects of the Microsoft Office Professional software programs.
- Ability to communicate clearly and concisely, both orally and in writing; ability to establish and maintain cooperative working relationships.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.