



Job Description

Director of Technology

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 260 Days

Experience Required: Minimum of five (5) years of experience working in a related field.

Minimum Education Requirements: Master's degree in related field.

Department: Central Office Administration.

Direct Supervisor: Superintendent.

Primary Work Location: Office setting.

Certification: Proper certificate in related field.

Job Summary: The Director is a creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the district. They will facilitate the integration of digital tools and best practices into curriculum and administrative systems.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Provide direction for and achievement of the district technology plan and all aspects of the technology program.
- Engage with administrators, educators and support personnel, parents and students to extend responsible and creative use of technology.
- Support, mentor, monitor and evaluate technology team members to ensure a strong environment of shared knowledge.
- Manage the operations of the department to include the wide area network, wireless network.
- Develop and monitor annual operations budget in cooperation with appropriate stakeholders.
- Manage the security elements of the districts technology to include hardware and software, internet and website, and all other.
- Oversee and recommend all technology equipment and systems that make the district run with the best possible efficiency available within the budget.
- Supervise district systems supporting instructional technology applications; make recommendations for issues affecting the technical needs of the district.
- Collaborate with internal and external groups for developing district planning and administrative staff.
- Compile data for analyzing programs to ensure compliance and monitor policies and procedures.
- Implement and maintain services and programs.
- Develop methods for expanding tech support for administrators and instructional programs to increase productivity.
- Monitor assigned programs to ensure objectives are met within budget and operational practices.



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- Respond to daily urgent issues needs and requests by users experiencing loss or downtime and act to prevent future issues.
- Perform related duties as assigned by the Superintendent in accordance with the school systems policies and practices.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Broad knowledge of industry standards and best practices in the use of technology in schools.
- Experience with a wide range of software, hardware, and operating systems.
- Experience preparing and managing budgets.
- Local Area Networks (LAN), Wide Area Networks (WAN), and software support systems.

Skills

- Strong written and oral communications and relational skills.
- Following and relaying complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Integrating technology into a classroom.
- Efficient project manager.
- Supervising and mentoring technical employees to high performance.
- Attend and participate in local, regional and national conferences.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date