

**Assistant Superintendent of Technology and Digital Learning  
New Hanover County Schools**

**Job Description**

**Class: Administrative**

**Dept: Technology**

**TITLE: Assistant Superintendent of Technology and Digital Learning**

- QUALIFICATIONS:**
1. Master's Degree in Computer Science, Information Technology, or a related field or equivalent combination of education and experience.
  2. Seven or more years of increasingly responsible technical, analytical, administrative, and supervisory experience.
  3. Valid North Carolina driver's license.
  4. Other qualification the superintendent and board may find appropriate.

**REPORTS TO:** Superintendent

**JOB GOAL:** Develop, implement, operate, monitor, and evaluate the technology program 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. Responsible for short and long-range planning for all technology initiatives; vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others.
3. Assume leadership role among the senior staff; assist with long-range strategic planning; assist with developing system-wide budget, plans, policies and activities; perform various duties assigned by the Superintendent.
4. Direct the planning, development, and implementation of staff development activities to meet digital teaching and learning needs of teachers and administrators.
5. Serve as a clearinghouse of information on trends, research, applications, and effective practices related to the use of technology in the school program and school system.

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 activities according to the local purchasing guidelines and state contracts.
7. Work with Directors/Principals to integrate technology in the ongoing instructional program for all curriculum areas by identifying strategies and materials, and by implementing activities for integration.
8. Prepare and deliver written and oral presentations on technology issues to the Board of Education, principals, teachers, parents and community groups; attend regular meetings of the Board; conduct staff meetings, attend other related meetings.
9. Participate in constructions budget preparation and administration; negotiate with contractors; assist in selection; negotiates fees.
10. Perform related duties and responsibilities as requested by the Superintendent.

*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/Contract/FLSA

**Starting Salary and/or Grade:** Exempt SA VII

**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 North Carolina Computer/Technology Skills Curriculum, the North Carolina Educator Technology Competencies, and instructional integration of technology.
- Ability to assist users and trainers with software and hardware direction, guidance, and vision-setting.
- 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.