<div align="center">**JOB DESCRIPTION**</div>

JOB TITLE: Director of Technology

REPORTS TO: Business manager

DEPARTMENT: Administration

I.   NATURE AND SCOPE OF JOB:

Manage all Information Support Programs, including the resources, budget, operations, and staff. Provide technical assistance to schools and departments in the District. Implement, maintain, and update the Technology Plan. Coordinate technology applications with instructional goals through a close interface with appropriate administrators. Be the district leader in facilitating student technology skills for the 21st century.

II.   EXPECTATIONS:

1.   Maintain a positive attitude that supports the District's mission.
2.   Maintain a positive and supportive relationship with all people in the work place.
3.   Be responsible for acceptable personal attendance and punctuality.
4.   Accept responsibility for the identified job description and continually strive to perform work of the highest quality in a timely manner.
5.   Adhere to District policies and maintain high ethical standards of privacy, communication, and procedures through technology permissions and instill high expectations of the technology staff.

III.   JOB FUNCTIONS:

A.   Essential Functions:

1.   Coordination/Administration
   a.   Implement, maintain and upgrade the District's Technology Plan
   b.   Organize and supervise the District network.
   c.   Institute preventative maintenance, repair, and safety procedures for school sites and district.
   d.   Supervise technical assistance on computer applications.
   e.   Participate in and provide advice on facility upgrades for technology.
   f.   Serve as a liaison with other agencies/organizations as requested.
   g.   Coordinate and manage the student information system.
   h.   Provide staff supervision coordinate work schedule for technology staff, and the direct evaluation of staff in developing and implementing services and programs.
   i.   Organize and chair meetings of the Technology Steering Committee and serve as liaison with other District departments.
   j.   Participate in state regional technology center.
   k.   Work with the district grant manager to manage assigned technology-related grants, including identifying needs and monitoring grant implementation.
   l.   Oversee maintenance and repair hardware
   m.   Work with business/community to establish alternative funding for technology.
   n.   Maintain a detailed inventory of all district technology assets.
   o.   Create, manage, and maintain the district website with updates every 24 hours.

2.   Data Management

3.   Staff Development

        a.   Provide help to individual schools in the implementation of technology.
        b.   Implement staff training programs in conjunction with District staff plan.
        c.   Provide consultation to District Administrators and teachers on planning and implementing curriculum with integrated technology.

    4.   **Budget**
        a.   Develop a software selection process with the executive team to meet District's needs and provide software support.
        b.   Oversees, recommends, and consults with the executive team to purchase hardware to meet the District's needs.
        c.   Manage the District technology budget.
        d.   Work collaboratively in grant writing, completing needs assessments, preparing evaluative documents, and contributing to District publications.
        e.   Work with the business manager to obtain E-rate funding.

IV.   JOB QUALIFICATIONS

A.   **Knowledge, Skills, and Mental Ability:**
1. Knowledge of technological applications in education.
2. Computer applications and options.
3. System software applications and options.
4. Information Management Systems and options.
5. Computer operating systems.
6. Ability to weigh options, think clearly and evaluate accurately.
7. Ability to understand and facilitate needs of various personality types.
8. Ability to make decisions with sound emotional judgment.
9. Ability to concentrate with numerous interruptions.
10. Be persuasive, alert, creative, and have patience, initiative, and reasoning.

B.   **Education, License Certification or Formal Training:**
1. Minimum-Bachelor's Degree in Education, Computer Technology, Computer Science, Engineering, or Business.
2. Knowledge of and experience in working with computers, computer networks, computer programs, information management.
3. Continued professional growth.
4. Successfully pass annual Bloodborne Pathogens training.

C.   **Equipment Used:**

Apple/MacintoshComputers	IBM/PC Computers & Clones
Local/Wide Area Network	Equipment
Information Management System	

D.   **Physical Demands:**
1. Be able to lift up to 50 pounds.
2. Be able to carry up to 25 pounds 100 feet.
3. Be able to communicate.

E.   **Environmental Demands:**
1. Be able to work 95% of the time inside and 5% outside.

F.   **All other duties assigned:**
1. The technology director will fulfill any and all directives from the business manager and superintendent.

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

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