



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666
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Director of Technology

Primary Function

To develop, maintain, and manage the technology/media systems and services of the school district.

Organizational Relationship

The Technology Director reports directly to the Superintendent.

Qualifications

- School or business experience in technical systems administration
- Teaching experience or demonstrated knowledge of preK-8 educational practices
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student, and co-worker relationships.
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality

Performance Responsibilities

1. Evaluate and manage educational and administrative operating systems: Plan and recommend information systems design to improve the instructional and operational efficiency of the district.
2. Direct the design of district networking including the Internet, LAN, WAN, file-sharing software and system software (e.g. Google Drive, Infinite Campus, Mastery Manager) and manage services such as student scheduling, student records and report cards and testing data.
3. Manage media and technology services to meet building based needs.
4. Supervise department personnel; evaluate performance, and make employment and retention recommendations.
5. Oversee and direct staff development and training in conjunction with the Department of Curriculum, Instruction and Assessment.
6. Contribute to the infusion of educational technology into all classrooms by providing leadership in all areas of planning, professional development, and technology resource management.
7. Establish and maintain effective work relationships with the administration, faculty, and community.
8. Maintain the professional competence, knowledge and skill necessary for the satisfactory performance of all assigned responsibilities.
9. Performs other managerial and individual assignments as the Superintendent may direct.

Terms of Employment

12-month position (260 work days) from July 1st to June 30th with twenty (20) vacation days.

Performance Evaluation

Performance of this job will be evaluated in accordance with the Administrator Evaluation Plan.

April 14, 2017