

# WAUNAKEE COMMUNITY SCHOOL DISTRICT

## DIRECTOR OF TECHNOLOGY

### Job Description

**REPORTS TO:** District Administrator

### **QUALIFICATIONS**

1. Bachelor's degree or equivalent in computer information systems, business or related field.
2. A minimum of five years of experience managing a large information-technology department and staff.
3. Demonstrated excellent skills in oral and written communication, leadership, team building, assessment and evaluation of programs, teams, and individuals; and communicating technical information on a non-technical level
4. Working knowledge of strategic planning, collaborative problem solving methods, budget development, software applications, and research and evaluation of technology -including hardware, software, and applications.
5. Other qualifications deemed necessary by the Board of Education.

### **GENERAL RESPONSIBILITIES:**

Provides leadership, long-range planning, management, and support in all areas of information technology for the district. . Performs responsibilities necessary to accomplish objectives established by the District Administrator and Board of Education.

### **ESSENTIAL FUNCTIONS:**

#### **Leadership/ Management:**

1. Develops and implements the long-range district technology plan
2. Supervises and coordinates district technology operations and staff
3. Works with the Director of Human Resources in the hiring and assigning of staff
4. Develops and manages technology budget.
5. Approves all purchase orders for technology supplies and materials, computer equipment and software
6. Maintains accurate records of all technology budgeted expenditures.
7. Establishes standard procedures for evaluation, use, and support of technology, including hardware, operating software, and applications.
8. Oversees technology policy development for the district
9. Explores alternative sources of funding for technology and assists in writing grants for technology funding.
10. Keeps current regarding innovations, trends, and standards in the area of technology.

#### **Communication / Liaison:**

1. Communicates with local, state, and national organizations, institutions and agencies involved with technology in schools.
2. Develops and maintains professional working relationships with staff, students, administrators, school board members, and the public.

3. Coordinates staff development activities in conjunction with the Director of Curriculum and Instruction to promote effective use of technology.
4. Attends Board and committee meetings as directed, prepares presentations, and makes recommendations pertaining to issues that impact areas of responsibility.
5. Coordinates the activities of the district technology committee.
6. Serves as liaison for technology services to the community, PTA's, and other groups.

**Technical:**

1. Supervises the maintenance of all district hardware and software.
2. Directs the development, coordination and evaluation of network security, including disaster recovery.
3. Assists in planning the construction and renovation of district facilities.

**OTHER FUNCTIONS:**

1. Performs other responsibilities as assigned by the District Administrator
2. Maintains confidentiality regarding students, student records, staff, and any other employment-related issues.
3. Promotes a positive image of the District at all times.

Adopted: March 2010