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**Position:** Director of Technology  
(Non-Represented) AR 4351.4

**Department:** Technology Department

**Reports To:** Superintendent

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### **SUMMARY**

Responsible for developing, integrating, managing and supporting computer systems and network infrastructure, which enable and enhance web communications and applications across the district and to the parent community. Position includes project management of district facility projects that involve technology integration including analysis, implementation support and joint oversight of new technology projects and technology infrastructure. This position manages and oversees the Information Technology Specialists and work in cooperation with teachers with implementation of instructional technology.

### **NATURE AND SCOPE**

The Technology Specialist under the general supervision of the Superintendent is responsible for coordinating, monitoring, and resolving problems related to classroom and office microcomputer networks (hardware, software, and peripheral equipment); provides technical guidance and support, including diagnosis, troubleshooting, installation and maintenance of software, hardware, and the district network; coordinates the district website and websites. The position acts as the project manager for all technology expansions within the district and collaborates with outside technical personnel when needed.

### **DISTINGUISHING CHARACTERISTICS**

Understanding of servers, wireless connectivity, technical aspects of instructional multi-media technology, and organizational aspects of project management. Works with teachers and staff to provide highest level of customer service.

### **ESSENTIAL TYPES OF DUTIES** (Examples)

- ↳ Manages facility improvement projects which relate to technology expansion and/or refinement including infrastructure
- ↳ Works at the district office and schools/sites checking software applications, hardware, connectivity and data issues
- ↳ Coordinates monitors and resolves problems relating to classroom and office use of microcomputer network software applications
- ↳ Oversees and maintains district servers
- ↳ Troubleshoot network, infrastructure, software and hardware problems
- ↳ Setup, update, configure and troubleshoot over 250 user accounts
- ↳ Develop and maintains a working knowledge of all existing and new computer applications to be implemented
- ↳ Tests new software to ensure effective performance with hardware and be familiar with a variety of personal computer programs (database, spreadsheet, word processing and multimedia applications)
- ↳ Participates in available workshops and training in order to meet new technology standards and performs other duties as required
- ↳ Establishes consistent district and school web pages
- ↳ Provides resources and training which facilitate effective electronic communications with internal and external audiences
- ↳ Attends district and county technology meetings and committees as appropriate
- ↳ Manage Ticketing System
- ↳ Supervises, trains, assists, guides and evaluates all staff under his/her direction
- ↳ Assigns technology staff priorities and activities; monitors work flow

- ↳ Develops and delivers reports as needed to grantors, funding agencies, Board of Trustees, district personnel and others
- ↳ Coordination of purchases
- ↳ Represents staff and District at meetings and conferences

## **QUALIFICATIONS**

**Knowledge, Skills and Abilities:** Knowledge of the principles and techniques applied to the microcomputers networks; managing of websites; servers; microcomputer hardware and software; maintenance methods and procedures. Research on best practices for use of instructional technology to increase student achievement and increase staff productivity. Applicable federal, state and local laws, procedures and regulations, Ability to analyze data and situations, develop effective solutions to system problems, and perform fixes for data management applications; communicate effectively in both oral and written form and work independently. Ability to organize and manage district technology infrastructure and to manage technology facility projects. Analyze strategic direction of district plan for technology; provide solutions and future direction in support of plan and District goals and objectives.

**Physical Abilities:** Vision sufficient to read printed materials; hearing and speech sufficient to conduct normal in-person and telephone conversations; mobility sufficient to efficiently perform the duties of the position. (Consideration may be given to reasonable accommodation for above.)

**Education and/or Experience:** At least two years of college or vocational or, equivalent work history of 5+ years in computer technology (software applications, local area network, data processing and telecommunications).

**Licenses or Certificates:** Favorable consideration is given to applicants with Apple Certification.

## **TERMS OF EMPLOYMENT**

Twelve month, full-time. Salary as defined in current Director Salary Schedule, AR 43151.5.

## **EVALUATION**

The Superintendent will evaluate performance of this position.