

**RSU No. 5 Durham ~ Freeport ~ Pownal**  
**Director of Technology Job Description**

**QUALIFICATIONS:**

1. Minimum of a Bachelor's degree, ideally with two or more years of relevant experience in a leadership position.
2. Possess strong organizational skills as well as the ability to handle multiple projects professionally.
3. Experience maintaining wired and wireless networks.

**REPORTS TO:**

Superintendent of Schools

**JOB GOAL:**

The Director of Technology provides district-wide leadership in technology. They will oversee all equipment, software, and the IT financial needs of the systems within the district. The Director is responsible for all aspects of developing and implementing technology initiatives within the RSU by maintaining existing systems while providing direction in all technology-related issues.

**PERFORMANCE AREAS:**

1. Maintains strong working relationships with technology stakeholders, including building principals, technology staff, teachers, students, administration, and third party vendors,
2. Ensures continuing professional development for staff, teachers, and administrators,
3. Oversees diagnosis, repair and maintenance of current hardware, software, and network systems and ensures problems of a technical nature are responded to in a timely manner,
4. Oversees installation, configuration, and upgrade of hardware/software as needed,
5. Recommends repair or replacement of equipment,
6. Provides technical support for administration and ensures all staff have technical support,
7. Provides leadership for the district's technology planning, budget development and technology curriculum,
8. Coordinates the purchase of technology-based items to ensure continuity across district,
9. Evaluates and recommends changes to computer and network hardware to meet the district's needs/goals,
10. Supervises technology support staff as assigned,
11. Participates in the development and implementation of policies and procedures to safeguard the integrity and security of all RSU technology, and
12. Performs such other duties as may be assigned.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of the work.
2. Follows health and safety procedures established by the system.
3. Demonstrates dependability, integrity, and other ethical standards.
4. Observes Policies adopted by the Board of Directors.
5. Meets and follows all State and Federal laws and regulations.

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary and benefits to be established by the RSU No. 5 Board of Directors.

**EVALUATION:**

Evaluated annually by the Superintendent of Schools.

**NOTE:**

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

Employee Name Printed: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_