JOB TITLE: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS: 1. Bachelor's Degree with training in media or technology
                          2. Three years experience in the educational system
                          including three years of increasingly responsible technical
                          personnel experience.
                          3. Such alternatives to the above qualifications as the Board
                          may find appropriate and acceptable

REPORTS TO: Superintendent

SUPERVISES: The media and technology systems and services district-
                          wide and Technology Department Staff.

JOB GOAL: To provide leadership, direction and planning for
                          technology services to include academic computing,
                          administrative computing, video systems, and
                          telecommunication systems as well as satellite, telephone
                          (digital and analog), and data circuits, necessary to support
                          all facets of district operation, including instruction and
                          administration.

PERFORMANCE RESPONSIBILITIES:

Primary Responsibilities:
   1. Participate in the recruitment, interviewing, and assignment of technology staff.
   2. Supervise technology staff in the purchase, installation, maintenance, repair, and
      updating district technology equipment and resources.
   3. Evaluate the job performance of technology staff.
   4. Create and upload information for MOSIS reporting according to DESE timelines
   5. Determine projects eligible for E-rate funding and file E-rate applications
   6. Participate in budgeting and planning process
   7. Manage District website
   8. Develop and implement computer replacement cycle
   9. Manage Food Service software
   10. Provide or arrange appropriate training for district staff on use of district software
       and web page development
Shared Responsibilities: (with Network Administrator)
   11. Manage and maintain Student Management System
   12. Manage E-mail and filtering system
   13. Manage and install servers, networking equipment and switches
   14. Maintain firewall
Organization and Operation:
   15. Supervise the daily activity of subordinates to ensure quality, accuracy, and
       integrity of all work performed by the department for its clients.

16. Provide required administrative and technical support for curriculum, staff development and instructional technology components.
17. Develop and maintain information systems plans and implement technology strategies to ensure that the information systems support current and future district technology needs.
18. Oversee all purchasing, ordering, receiving, and installing of hardware and software for the district instructional technology systems, while ensuring that programs are cost effective and funds are managed prudently.
19. Research, evaluate and make recommendations for hardware and software for the district instructional technology program.
20. Direct and/or coordinate the development of specifications for the procurement of hardware, software, telecommunications and support services required to support district operations and planned projects.
21. Serves as a liaison for MORENet.
22. Oversee the District's WAN infrastructure, voice and data networks, Internet Access to include Internet filtering, system-wide servers and email system.
23. Consult with and advise district staff, architects, and contractors to plan building projects including remodeled buildings or new construction, and coordinate district staff to assist in the areas of technology and networking.
24. Coordinate and assist with the implementation and management of the district student information system.
25. Perform other duties and responsibilities as assigned by the superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed:_____ Date:_____
           (Director of Technology)

Signed:_____ Date:_____
           (Superintendent)