



# ST. MICHAEL - ALBERTVILLE SCHOOLS

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## POSITION DESCRIPTION

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Director of Technology	<b>Department / Building:</b> Technology / District Office
<b>Reports To:</b> Superintendent	<b>FLSA Status:</b> Exempt
<b>Grade / Subgrade:</b> Director	<b>Bargaining / Work Unit:</b> Non-Affiliated
<b>Duty Year:</b> 260 days	<b>Position Last Updated:</b> 05-20-2024 (admin update: 04-01-2025)

### SECTION II: JOB SUMMARY

The director of technology oversees all facets of the technology department, ensuring the effective operation and support of technology and technology related platforms and services throughout the school district. Responsibilities include managing the technology budget, evaluating and purchasing hardware/software, and supervising the print functions of the district. This position involves knowledge of emerging technologies, ensuring safe data integrations, and maintaining hardware/software security. Finally, this position will coordinate building level technology support for district staff including providing staff development support for technology as needed.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility #</b>	1	<b>Statement of duty/responsibility:</b> Technology Operations Management
<b>Percent of Time</b>	40%	

#### Tasks involved in fulfilling above duty/responsibility:

- Coordinates the district's technology operations including maintenance and repair of technology equipment utilized by students, staff, and parents.
- Manages district-wide service and coordinates technology installations and upgrades.
- Plans for the technology needs of the district by developing and updating the District Technology



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Plan, recommending policy changes to the School Board as needed, and evaluating the effectiveness and efficiencies of the program.

- Provides leadership for the review, evaluation, and implementation of instructional hardware and software programs.
- Develops upgrade specifications for software and hardware by evaluating products and maintaining records of all licensing.
- Manages and monitors the technology budget in close coordination with the director of business services, including purchasing, identifying vendors, and negotiating prices and contracts.
- Oversight of LAN, WAN, internet infrastructure, multi-factor authentication, and the federal e-rate program.
- Supervises and supports all functions of the district print shop including copiers and print contracts.
- Coordinates the district 1:1 technology initiatives.
- Supports secure entrances, visitor management systems, and security cameras.
- Supervises and responsible for the implementation of cybersecurity throughout the district.
- Responsible for technology information safety and maintaining the confidentiality of all technology information.

<b>Duty/Responsibility #</b>	2	<b>Statement of duty/responsibility:</b> Technology Integration Leadership
<b>Percent of Time</b>	30%	

**Tasks involved in fulfilling above duty/responsibility:**

- Works in collaboration with the district’s Teaching and Learning Department to provide technology integration support in curriculum and instruction.
- Serves as a member of the district’s staff development and technology integration committees.
- Works with curriculum committees and coordinators to provide support for the integration of technology at the individual classroom level as it relates to curriculum, instruction and assessment.
- Leads Artificial Intelligence integration through the organization.
- Provides leadership for the review, evaluation, and implementation of instructional hardware and software.
- Communicates and supports technology integration, including AI initiatives, to all stakeholders.
- Leads, in collaboration with building principals and Teaching and Learning, all certified staff technology coaches and media specialists in technology initiatives and AI integration.
- Performs other job-related duties as assigned or requested.



<b>Duty/Responsibility #</b>	3	<b>Statement of duty/responsibility:</b> Staff Management and Special Projects
<b>Percent of Time</b>	15%	

**Tasks involved in fulfilling above duty/responsibility:**

- Interviews, selects, and provides training of new employees; makes recommendations concerning staffin;, and disciplines assigned staff according to district policies and procedures.
- Supervises Technology department staff including network personnel, technology coordinators, and the print shop operator.
- Encourages and represents a positive relationship between the school district and the community by demonstrating professionalism, courtesy, and respect when interacting with students, staff, parents, and community members.
- Chairperson of the district’s Technology Committee.
- Responsible for making appropriate recommendations related to technology to the superintendent and school board.
- Maintains confidentiality of all technology information.
- Attends meetings, workshops, and training sessions as directed by the supervisor.
- Performs other job-related duties as requested or assigned.

<b>Duty/Responsibility #</b>	4	<b>Statement of duty/responsibility:</b> Training and Communication
<b>Percent of Time</b>	15%	

**Tasks involved in fulfilling above duty/responsibility:**

- Develops and facilitates training for department and district staff on appropriate use of technology.
- Researches, evaluates, and implements new and emerging technologies to improve classroom instruction and learning; provides training to staff on new technology systems.
- Plans, facilitates, and conducts training focused on best practices utilizing technology to improve curriculum and instruction in the classroom.
- Provides orientation training to new teachers and certified staff as necessary.
- Communicates and supports curriculum technology integration initiatives to all stakeholders.
- Coordinates the communication with parents through the district website, parent portal, and mass communication system.



#### **SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to organize and manage district technology programs and initiatives.
- Knowledge of curriculum and technology integration to support building staff.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Demonstrated listening skills.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the transportation department.
- Knowledge and ability to maintain a good working knowledge of the site, area(s) and student population(s) to which assigned.
- Ability to develop and maintain effective working relationships with students, staff, and parents.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.
- Ability to interpret directions and clearly articulate expectations to students and staff.
- Knowledge, skill, and ability to respond calmly and appropriately in emergency situations.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.
- The knowledge, skill, and ability to set up, maintain, and ensure the security and confidentiality of data and information, particularly student-related records.

#### **SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**

- Master's degree in Education Administration, Business, Software Development, or other Technology-related field.
- MN teaching or administrator license preferred.

#### **SECTION VI: EXPERIENCE REQUIREMENTS**

- Five years of experience managing technology operations in an educational setting is preferred.
- One year of experience hiring and supervising staff is preferred.

#### **SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS**

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.



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- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	F	Up to 10 pounds	F Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds	F Toxic chemicals	O
Sitting	F	Up to 50 pounds	O Moving parts	O
Talking in person/on the phone	F	Up to 75 pounds	O Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N Explosives	N
Hearing	F	More than 100 pounds	N Fumes	O
Feeling, grasping, finger dexterity	F	<b>Noise Levels</b>	Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	F Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F Varying weather conditions	O
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O <b>Sight</b>	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N Vision for close work/ability to adjust focus	F
Distinguishing smell	O		Looking at computer monitor	O
Distinguishing temperature	O		Color vision (identify and distinguish colors)	F
Traveling by automobile	F		Peripheral, depth perception	F

## NOTICES

### Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in



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any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

### **Equal Employment Opportunity Employer Notice**

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.