

**STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: Technology Director

Classification: Certificated Administrator

Reports to: Superintendent

Work Schedule: 207 days/8 hrs per day

PURPOSE STATEMENT

The job of Director of the Technology Services Group was established for the purposes of planning, purchasing, installing and maintaining physical technology systems of the District in a condition of excellence. The Director will ensure full educational use of technology at all times in compliance with local, state, and federal regulations and requirements. The Director will improve the overall quality of education received by students, staff, and the school community through the use of technology and provide a vision for the implementation and use of technology to advance education for the Stanwood-Camano School District. This job reports to the Superintendent and works closely with the Assistant Superintendent for Teaching and Learning.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Consults with administrators, teachers, board members, parents and community members to further the vision of technology in the SCSD.
- Supervise and evaluate Technology Services Group personnel.
- Lead the development, design, implementation, and evaluation of the district technology plan in coordination with superintendent, assistant superintendent, and technologies services group.
- Determine needs of district equipment, software, training, and human resources relating to technology.
- Manage and oversee district technology budget including preparing proposals and soliciting bids for system technology needs. Prepare and submit all necessary documents to the SCSD Board of Directors.
- Manage district electronic systems.
- Manage delivery of internal and external communication for the district.
- Manage district technology infrastructure including state-wide technology initiatives.
- Establishes system-wide software and hardware standards, requirements and specifications.
- Establishes customer service as a priority within the technology services team.
- Drafts applications and proposals to submit to fund granting authorities such as government and educational foundations.
- Consults with administrators and teachers to define equipment and professional development needs.

- Requisitions new materials, maintenance supplies, repair parts and other miscellaneous items for Stanwood-Camano School District.
- Manage and coordinate vendor services , including maintenance, hardware and software upgrades, and ongoing development work with the system and users.
- Provide leadership for efforts involved with showcasing technology projects for the school district and involved companies with the community and outside visitors.
- Serves as the district’s representative, when appropriate, for educational service, district, K-20, OSPI, WA State Department of Enterprises and other agencies.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Strong oral and written communication skills, and strong active listening skills.
- Demonstrated skills in public speaking and presenting to varied audiences.
- Demonstrated ability to develop productive working relationships with district administration, staff, parents, students, support agencies, and diverse populations, maintain positive working relationships, and solve problems as they arise.
- Knowledge of fundamental network design and common network operating systems.
- Knowledge of hardware components and their functions.
- Knowledge of new developments in the areas of software, hardware, networks, telecommunications, training and maintenance.
- Current knowledge of laws, rules, regulations and state learning requirements, Perkins and State Appropriations criteria, teacher certification requirements, career and technical education program standards, Tech Prep (Dual Credit) articulations
- Skills in researching, planning, organization, problem solving, and follow through.
- Knowledge of enrollment reporting rules and regulations, State apportionment rules, and FTE calculation for Work-based learning.
- Knowledge of Department of Labor laws governing minors in the workplace and OCR compliance issues.
- Knowledge in preparing and managing budgets and State audit requirements.
- Ability to serve the district in other (major) duties as assigned

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in an office environment; regularly required to focus on a computer screen for prolonged periods; attend evening and/or weekend meetings or activities; may be necessary to interact with difficult or distraught individuals and assist in solving problems.

Experience

- Advance degree (MA or above) in Education or related field
- Minimum of three (3) years administrative or coordination experience in a school district.
- Valid Washington State Teacher Certificate.

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Washington State Driver's License
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Continuing Ed./Training

As required to maintain certificate

Certificates

Teaching certificate.

FLSA Status:

Exempt

Salary Range: Per building**administrator salary schedule****Classification History**

Job Description Developed: 12/15

Revised: 6/15

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.