San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of Technology	**Exemption Status/Test:**	Exempt
Reports to:	Asst. Supt. of Finance & Operations	**Pay Grade:**	
Works with:	District Personnel	**Days:**	226
Dept./School:	Technology Department	**Date Revised:**	08.03.2020

Primary Purpose:

The Director of Technology provides leadership in the development, implementation and evaluation of all technology-related activities including voice, video and data. Develops and implement district-wide technology-based staff development and training programs to facilitate the effective use of technology tools in instructional programs. Contribute to the development of short- and long-range plans for the integration of technology into the instructional program.

Prerequisites:
- Bachelor's Degree from an accredited university in a related field
- Minimum of five (5) years experience working with instructional software; and
- Past leadership and administrative experience in the area of technology.

Preferred:
- Master's degree preferred
- Degree in educational technology preferred
- Valid Texas Professional Mid-Management Certificate; Administrator Certificate or Principal Certificate

Employee Standards:
- Knowledge of instructional software applications;
- Knowledge of technologies available for use in instructional setting;
- Knowledge of curriculum design and implementation;
- Ability to develop and deliver technology training to adult learners;
- Strong organizational, communication, and interpersonal skills;
- Establish and maintain effective work relationships with those contracted in the performance of required. duties;
- Budget, organizational planning, personnel management and methods of cost and material control; and
- Administration to advance the development of new programs, methods to enhance productivity and efficiency in maintenance and operations.

Major Responsibilities and Duties:

Staff Development

1. Oversee the development and implementation of a comprehensive staff development plan for the use of instructional technology in the classroom.

2. Provide staff development to teachers and administrators in the use of teaching techniques that incorporate technology in the delivery of existing curriculum.

3. Provide leadership and technical expertise to principals and other district personnel in the planning, implementation, and evaluation of effective instructional technology throughout the district.

Curriculum Development

4. Work cooperatively with other curriculum development staff to smoothly and effectively integrate technology into the instructional curriculum.

5. Manages the data warehousing of assessment statistics as they relate to instruction.

6. Develop and implement a continuing evaluation of the instructional technology program and implement changes based on the findings.

Information Systems

7. Coordinates the evaluation of hardware, networking and software for District use.

8. Defines problems and formulates guidelines, policies, and procedures for implementing resolutions.

9. Procures repair services for the District's instructional and administrative computers and peripheral equipment.

Budget and Inventory

10. Compile cost estimates used in the budgeting process and administer the instructional technology budget ensuring that program is cost-effective and funds are managed prudently.

11. Coordinate the selection of instructional technology equipment and software. Maintain a database of all instructional software and licensing in the district.

12. Provide expertise in developing bids for purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment and materials used for the instructional programs.

Policy, Reports, and Law

13. Assist in the development of policies and procedures regarding technology issues.

14. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

15. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

16. Represents the District at the region, state and federal agency meetings pertaining to assigned duties.

Personnel Management

17. Select, train, supervise, and evaluate instructional technology staff and make recommendations relative to assignment, retention, discipline, and dismissal.

18. Develop training options and improvement plans for instructional technology personnel to ensure best operation of programs.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of campus technology specialists.*

Working Conditions:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequently work prolonged or irregular hours. Frequent district wide travel.

Mental Demands: Work with frequent interruptions. Maintain emotional control under stress.

**This position will not meet the exemption test if the employee supervises fewer than two full time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee's Signature: _____ Date _____

Administrator's Signature: _____ Date _____