

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Non-Certified Personnel: Supervision

Section Title: Director of Technology

Sub-Section No. 601.8a

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TITLE: DIRECTOR OF TECHNOLOGY
QUALIFICATIONS: Bachelor's Degree, Master's Degree preferred
Three or more years of successful experience in technology leadership
REPORTS TO: Superintendent
SUPERVISES: Technology staff to include: Network Supervisors, Network Assistant, System Analyst, Building Technicians, etc.
JOB GOAL: Ability to provide positive, collaborative leadership that recognizes the needs and concerns of staff and students; promotes effective communication and cooperative problem-solving. Knowledge and successful experience with budget planning, management, and support of student management systems, network & school security, voice over internet protocol (VOIP), server environments, operating systems, software licensing and accountability and learning management systems (LMS).

PRIMARY FUNCTIONS/RESPONSIBILITIES:

1. Provide leadership in the management of technology and coordinate, supervise, and facilitate the comprehensive integration of technology into every facet of district operations.
2. Provide visionary leadership in all aspects of technology, to teachers, principals, and the district's support staff.
3. Develop, implement, and monitor policies and guidelines to ensure technology compatibility with the LAN and WAN.
4. Manage all E-Rate processes and filings and administer technology-related grants.
5. Manage the technology budget, guide purchasing decisions to ensure technological longevity, determine the return on investment for all technology implementations, and foster good relationships with vendors, potential funders, and other key groups.
6. Identify, communicate, model, and enforce social, legal, and ethical practices related to technology including digital citizenship.
7. Oversee all aspects of support related to the wide area network, local area network, wireless, video surveillance, servers, desktops, mobile devices, and Skyward to include: communication, student records, human resources, food service, and finance.
8. Maintain a high level of supervision of the technology-use plan and grants received to support technology.
9. Support all aspects of district technology.
10. Perform such other tasks as may be assigned by the superintendent.

ESSENTIAL FUNCTIONS:

1. Effective communication capabilities.
2. Manual dexterity to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment.
3. Personal mobility, visual acuity, flexibility, and balance which permits the employee to work in an office environment and travel around the district and community as necessary.
4. Job tasks require occasional climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, and lifting or moving objects that weigh up to 30 lbs.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create property rights in

the employee and such are set forth only to advise the employee of when and what type of services will be required by the district so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the superintendent or designee(s) and at all times shall be subject to the rules, regulations and policies of the district as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of district rules, regulations, and policies which are in writing and made available to the employee at the building principal's office, the District Office and at PFSD.com.

Exempt Position working for twelve (12) months. Salary is determined by education and experience.

EVALUATION:

Performance of this job will be evaluated annually by the immediate supervisor.

Adopted: 2/9/26

Amended:

Reviewed: