



Technology Director

Purpose Statement

The Technology Director is responsible for managing the overall delivery of the technology program and services, providing information and serving as a resource to others, and achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines. This role serves as an integral member of the executive team.

Supervisory Relationship

Reports to: Superintendent

Essential Functions

- **Collaboration:** Works with internal and external groups (e.g., leadership team, department heads, auditors, community organizations, regulatory agencies) to research and implement program components, create long and short-term plans, and address organizational objectives.
- **Data Compilation:** Compiles data from various sources to analyze issues, ensure compliance with policies and procedures, and monitor program components of the technology department's strategic plan.
- **Support Development:** Develops methods to expand technology support for administrative and instructional programs, increasing productivity and integrating technology into district business and teaching/learning processes.
- **Document Creation:** Creates and develops various documents and presentation materials (e.g., plans, proposals, policies, budgets, grant opportunities) to implement and maintain services and programs.
- **Program Management:** Manages technology programs and related departments to achieve organizational objectives while complying with established requirements.
- **Monitoring:** Monitors assigned programs and department activities to ensure performance objectives are met within budget and in compliance with operational practices.
- **Meeting Participation:** Participates in meetings, workshops, and seminars to convey and gather information required for their functions.
- **Presentation:** Presents information on various topics to convey information, gain feedback, and make recommendations regarding district services.
- **Recommendation:** Recommends solutions to complex issues to address the technology needs of the district.
- **Research:** Conducts research on topics related to district technology needs (e.g., emerging technology, guidelines, regulations, financial resources) to ensure compliance with regulatory requirements and established guidelines.
- **Inquiry Response:** Responds to inquiries from internal and external sources to identify relevant issues and recommend or implement action plans.
- **Support Superintendent and Board:** Supports the Superintendent, Board, and department administrators in developing and implementing services and programs and achieving operational goals.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Perform complex technical tasks with the need to periodically upgrade skills to meet changing job conditions.

- Develop and administer budgets, operate sophisticated office equipment, plan and manage multiple projects, maintain accurate records, train and supervise staff, and recommend best practices in educational technology.

Knowledge

- Algebra and geometry, technical information review and interpretation, technical material writing, persuasive speaking, and situation analysis.
- Current, legacy, and developing technologies (hardware, software, peripherals)
- Federal and state grants management
- K-12 educational system organizations
- Pertinent codes, policies, regulations, laws, statistical analysis, and accounting/bookkeeping principles.

Abilities

- Schedule numerous activities, meetings, and events, gather and classify data, and consider various factors when using equipment.
- Work independently and flexibly with diverse individuals and groups, analyze data using defined processes, and operate equipment with standardized methods.
- Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant.
- Adapt to changing work priorities, manage frequent interruptions, develop and maintain positive working relationships, maintain confidentiality, meet deadlines, provide direction and leadership, set priorities, and synthesize information from multiple sources.

Responsibility

Work independently under broad organizational guidelines to achieve objectives, manage a department, supervise funds, and utilize significant resources from other units. Impact the organization's services continuously.

Work Environment

Some lifting, carrying, pushing, and pulling, and significant fine finger dexterity. Job requires 50% sitting, 25% walking, and 25% standing. Performed in a generally clean and healthy environment.

Experience

Job-related experience within a specialized field is required

Education

Master's degree in a job-related area

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

Technology Coordinator

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.