

Director, Technology
School District Job Description

Position Title: Director of Technology

Department: Technology

Reports to: Superintendent/Assistant Superintendent

SUMMARY: The Director of Technology is primarily concerned with the development, implementation, operation, monitoring, and evaluation of the technology program for the school system. This individual provides leadership in identifying hardware and software purchases, ensuring that they are consistent with the school system instructional technology plan and state technology guidelines. The employee coordinates, and may deliver, staff development on technology. The employee works collaboratively with the other members of the school system central office staff and school building staff to use technology and include technology applications as an integral part of the total instructional program.

ILLUSTRATIVE EXAMPLES OF WORK

- Provides leadership for short- and long-range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others. Assist the coordinators and facilitators with implementing the system and the building-level technology and other state recommendations and guidelines.
- Plans, develops, and implements staff development activities to meet established instructional technology integration needs.
- Works with other Directors to integrate technology in the ongoing instructional program for all curriculum areas by identifying strategies and materials, and by implementing activities for integration.
- Is knowledgeable of the hardware configurations and computer-related items. Use the state and local technology plans to establish standards for the purchase of equipment, software, related media, and supplies for instructional technology integration and management activities according to the local purchasing guidelines.
- Supervises the system-wide inventory of technology assets.
- Assists technology users in resolving problems associated with ordering, service, and support.

- Plans and coordinates the implementation of special activities to promote technology.
- Serves as a clearinghouse of information on trends, research, applications, and effective practices related to the use of technology in the school program and school system.
- Serves as a system contact for all technology-related communication.
- Serves as the system contact for the MOSIS data collection and submission process.
- Serves as a system contact for the Student information database (Other duties may be assigned).

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of computers and related technologies as they apply to pre K-12 education.
- General knowledge of infrastructure requirements and components of local and wide area networks, Internet, intranets, and distributed learning.
- Ability to communicate effectively with all levels of school system staff.
- Ability to assist users and trainers with software and hardware direction, guidance, and vision-setting.
- Ability to establish evaluation strategies and implement formative and summative activities.
- Ability to train educators in the use of hardware and software
- Ability to lead technology planning efforts including activities to develop, implement, and evaluate both system and school technology plans.
- Ability to manage financial resources.

SUPERVISORY RESPONSIBILITIES:

Manages technical staff and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Supervises: technology staff, technicians, network engineers, and others as designated.

EDUCATION and/or EXPERIENCE:

A Master's degree in education, successful teaching experience, **or** strong knowledge of instructional technology and information management.

CERTIFICATES, LICENSES, REGISTRATIONS:

Missouri Teaching Certification- preferred

EVALUATION:

This position will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT:

Twelve-month employee. Salary to be established based on relative experience and education. This is an exempt position.

Acknowledged _____

Date _____