



Director of Technology Job Description

POSITION TITLE: Director of Technology
F.L.S.A.: Exempt
REPORTS TO: Assistant Superintendent for Academic Services

QUALIFICATIONS

- A minimum of five years of experience in K-12 education or technology management with experience and certification preferred.
- Bachelor's degree in a field appropriate for this position (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology, or other equivalent disciplines), preferred.
- Strong understanding and experience setting up, configuring, and managing network components, not limited to managed switches, management of multiple vlans on the network, management of an enterprise wireless network with multiple APs, and management of network operating systems.
- Strong understanding and experience working with Active Directory, group policies, security groups, and network logon scripting.
- Excellent troubleshooting skills – ability to narrow down the cause of an issue and determine a solution.
- Demonstrated ability to communicate with and work well with all levels within an organization, specifically working effectively within the culture and processes used in educational organizations.
- Highly organized with strong project management skills and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
- Knowledge of classroom technologies, including student data systems (i.e. Powerschool) a strong plus.
- Ability to negotiate and work with vendors and consultants.
- Experience supervising staff.
- Ability to work effectively with parent, community, and staff on various organization-wide committees.

ESSENTIAL JOB FUNCTIONS

1. Oversee and coordinate the efforts of the district's technology department including technical support staff and outsourced technical support
2. Plan, direct, and coordinate internal information technology security, including technology, software, policies, application security, access control, and corporate data safeguards, and work with the district leadership to design and implement security master plan.
3. Serve as the school district liaison with communication and computer vendors.
4. Create and administer technology user policies for students and staff per district policies and practice.
5. Manage and coordinate telecommunications for the district.
6. Understand and manage E-Rate application process through all stages.
7. Attend various events (e.g. meetings, conferences, district information sessions, Board meetings) for the purpose of communicating and/or gathering information required to perform the functions

of the job.

8. Direct the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safe, timely, and efficient installation of technology equipment and services.
9. Maintain technology equipment and systems (e.g. servers, phone systems, intercoms, alarms, surveillance cameras, software applications, network), ensuring systems are functioning properly and effectively in support of district administrative and educational operations.
10. Manage procurement, inventory, and surplus of technology equipment, systems, and related services to ensure all technology purchases for goods and/or services are consistent with the district's technology objectives, and that equipment is properly inventoried or surplus.
11. Assist in development of technology budget and monitor expenditures to ensure allocations are accurate and expenses are within budget limits and that fiscal practices and Board of Education policies are followed.
12. Prepare a wide variety of documents, reports, and materials (e.g. reports, policy and procedure documents, emails, memos, correspondence, budget, specifications, cost estimates) to provide necessary information to support district operations.
13. Maximize the efficiency of the technology staff to meet operational requirements by interviewing candidates, making hiring recommendations, training, supervising, and evaluating staff.
14. Support the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, hardware) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects, and/or training and providing information to others to ensure successful implementation.
15. Assess, or assist others in assessing, proposed products, programs, applications, or tools to provide feedback for the administrative decision processes and to ensure appropriate acquisition of educational and operational technology solutions.

OTHER JOB FUNCTIONS

- Keep current with existing and emerging technologies and upgrade skills through professional development. Advise the Administrative Team of technology innovations in management and instructional systems.
- Provide professional development to administrators and teachers in the area of specific technologies.
- Maintain current knowledge on state and federal requirements in the areas of technology.

TERMS OF EMPLOYMENT

Twelve month contract; salary, work year, and vacation established by the Board of Education.

EVALUATION

Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy on Evaluation of Professional Personnel.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Occasional prolonged and irregular hours; frequent sitting, standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions; work on-call and after hours.