



## **Job Description**

**Position Title:** Director of Technology

**Employee Group:** Administration

**Contract Length:** 261 days

**FLSA:** Exempt

**Supervisory Responsibilities:** Network Engineer

Network Administrator

District Computer Technicians

Technology Assistants

Administrative Assistant to the Dir of Technology

Summer Technology Interns

**Reports to:** Executive Director of Operations

### **Qualifications:**

1. Master's Degree in Information Technology, Computer Science, Educational Technology or related field or Bachelor's Degree with significant experience.
2. Minimum of 5 years management experience in a multi-person information technology team.
3. Demonstrates strong skills in technology, project, and budgetary management.

Preferred Qualifications

K-12 school experience

Industry certifications such as CISSIP, CISA, CISCO, Microsoft, Google, Apple Certified or CompTIA Network+

### **Position Summary:**

The Director of Technology will oversee the planning, implementation, and maintenance of all technology systems and infrastructure to support educational and administrative goals. This role involves collaborating with district leaders to develop technology strategies, manage budgets, and ensure compliance with state and federal regulations. The Director will also lead a team of IT professionals, provide technical support, and drive innovation to enhance the learning environment for students and staff.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

A. Leadership

The Director of Technology will:

- Support the vision for the district that is articulated by the District Administrator.
- Develop and implement the long range district technology plan.
- Review and recommend policies to be adopted concerning the information technology management of the district.
- Ensure the involvement of staff in shared decision-making under administrative leadership.
- Gather and analyze data to inform decision making and for making recommendations to the board.
- Model principles of self-awareness, reflective practice, transparency, ethical and professional behavior.
- Gather input and data from staff on their own performance.

B. Human Relations

The Director of Technology will:

- Collaborate to promote clear expectations, well-defined channels of communication and relationships between administrators, staff and students.
- Respond to inquiries from a variety of stakeholders for identifying relevant issues and recommending or implementing action plans.
- Involve stakeholders in gathering and disseminating information related to school and district programs and policies.
- Develop and employ constructive problem-solving strategies with staff, supervisors and colleagues in the district.
- Contribute to the administrative team in a collaborative, cooperative and constructive manner to support the overall vision and goals of the district.
- Promote positive relationships with students, parents/guardians, staff and the community.

C. Personnel

The Director of Technology will:

- Supervise and evaluate assigned staff by implementing established district policies, procedures and protocols.
- Collaborate with the Director of Human Resources and building administration in the interviewing and recommendation process for technology staff.

D. Financial Operations

The Director of Technology will:

- Partners with the Director of Business Services in preparing the district technology budget.
- Administers the district technology budget approving all purchase orders for technology supplies, materials, equipment, and software.
- Maintains accurate records of all technology expenditures and assets.
- Work closely with the directors and principals to obtain, allocate, align and efficiently use technology resources.
- Tracks the district procurement of software licensing while keeping in compliance with all federal and state laws and District policies.
- Coordinates staff development activities in conjunction with directors and building administrators to promote effective use of technology.
- Supervises the maintenance of all district hardware and software.
- Directs the development, coordination and evaluation of network security, including disaster recovery.
- Explores alternate sources of funding for technology and assists in writing grants for technology funding.
- Exhibits a high level of technical troubleshooting and problem solving skills to support the daily function of the technology department.
- Communicates with a wide variety of District personnel with varying degrees of technological expertise.
- Coordinates and responds to escalated help desk issues to support internal clients on all levels to resolve IT related issues in a timely manner.
- Collaborates in planning the construction and renovation of district facilities.

#### F. Professional and External Relations

The Director of Technology will:

- Present effectively to and/or represent the district in a variety of settings for maintaining ongoing community support for education goals and the district.
- Serve as advocate for the district in the referendum /construction/ project management process.
- Participate in professional learning activities on a local, state and national level.
- Develop relationships with community, state and national organizations, institutions and agencies to support the district's technology program.
- Understand and interpret the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools.

#### G. Other Functions

The Director of Technology will:

- Attend all board meetings and committee meetings related to technology and as designated by the Executive Director of Operations or District Administrator.
- Follow district policies and promote a positive image of the district at all times.
- Properly handle confidential matters relating to the functioning of the district.
- Perform any other duties as assigned by the Executive Director of Operations or District Administrator.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Knowledge, Skills, Abilities**

Excellent written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as spreadsheets, district/state reporting forms, procedure manuals, and governmental regulations.

Deep understanding of IT infrastructure, network management, cybersecurity, and educational software.

Ability to effectively and persuasively present information and respond to questions from diverse groups of Board members, administrators, staff, and students.

Knowledge of data privacy laws, cybersecurity practices, and best practices for protecting student and district information.

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good and effective relationships with others.

Advanced customer service and public relation skills.

Experience working with technology vendors and service providers.

Ability to prioritize complex tasks and establish project timelines.

Ability to use job-related equipment using pertinent software applications.

Adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves consistent lifting and carrying of objects up to 20 pounds, occasionally up to 40 pounds, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, walking, sitting, standing, bending, and turning. Ability to sit and stand for prolonged periods of time. Phone and computer use. Manual dexterity with significant fine finger and gross

motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision.

**Work Environment**

This job is performed indoors in an office setting and in public spaces. The noise level in the work environment is low. Frequently attends events / activities and meetings. Travels often within the district, community, region, and state. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: March 2010

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