

## ***District Technology Director***

### **QUALIFICATIONS**

The Technology Director for the Colfax-Mingo School District is required to have the following qualifications:

1. **EDUCATION:** Bachelor's Degree in field appropriate for this position (Technology Education, Information Systems Technology, Computer Science)
2. **EXPERIENCE:** Progressively responsible experience in the development, installation and maintenance of information systems and infrastructure; technology education and classroom integration.
3. **LICENSURE:** PK-12 educational licensure preferred.

### **JOB GOAL**

To plan, organize, direct, supervise and evaluate the acquisition and application of technology in support of all District activities. This position reports to the Superintendent of Schools.

### **TERMS OF EMPLOYMENT**

12-month contract. Salary as recommended by the Superintendent within Board established range. Includes Family Health and Dental Insurance as a component of a comprehensive benefits package.

### **PERFORMANCE RESPONSIBILITIES**

1. Authorize permissions and individual access to technology applications or services
2. Communicates technology related activities in a timely manner to all stakeholders.
3. Directs the installation of technology systems and tools
4. Maintain technology equipment and systems.
5. Manage procurement, inventory, and surplus of technology equipment, systems, and related services.
6. Monitor technology budget and expenditures.
7. Oversee functioning of the technology operation of the district.
8. Research outside funding opportunities.
9. Support the implementation of operational and educational technology initiatives.
10. Participate in a variety of meetings.

11. Research topics related to current and emerging technologies.
12. Responds to issues involving staff, students, conflicts in policies and regulations, community concerns, and parental requests in a timely manner.
13. Respect the confidentiality rights of students, parents, and colleagues related to school performance.
14. Display professional ethics and behavior.
15. Perform other duties as assigned by the Superintendent.

*The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.*

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