

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Technology Director

QUALIFICATIONS

1. Strong communication, organization, creative, strategic, and leadership skills
2. Expertise with administrative technology, including knowledge of network design and security, setting up, configuring, and managing network components, hardware/software evaluation and management, server administration, and administrative technology
3. Expertise with instructional technology, including coordination, maintenance, and implementation of G Suite, Google for Education, Chrome OS, MacOS, iOS, and other instructional technology
4. Expertise in the maintenance and implementation of classroom technology including projectors, document cameras, sound systems, interactive whiteboards, etc.
5. Ability to effectively present information and respond to questions from administrators, teachers, the general public, and other stakeholders
6. Experience with development and leadership of training/professional development for adult learners
7. Strong supervision and evaluation skills
8. Ability to define problems, collect data, establish facts, and draw valid conclusions
9. Expertise with budget and policy planning
10. Ability to work well with others
11. Knowledge of technology-related Department of Education policies
12. Experience with technology leadership
13. Familiarity with school concepts, practices, and procedures
14. Teaching experience preferred
15. Bachelor's degree required
16. Advanced degree/certification preferred

REPORTS TO Superintendent

SUPERVISES Technology Support Staff

JOB GOAL To provide leadership and vision to the design and implementation of administrative and instructional technology

PERFORMANCE RESPONSIBILITIES

1. Develops and implements short and long-range plans for the purchase and utilization of technology in an educational setting on the basis of identified needs and district goals.

2. Directs 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.
3. Maintains technology equipment and systems (e.g. staff devices, student devices, servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively in support of district administrative and educational operations.
4. Collaborates with and works with the technology integration specialist on matters of support, maintenance, and installation of instructional technology that directly impact teaching and learning in the classroom.
5. Collaborates with and works with the technology integration specialist on matters of support, maintenance, and installation of technology that directly impact the district's efforts pertaining to public relations, communication, and branding.
6. Communicates technology related activities and information in an effective and timely manner to all stakeholders.
7. Designs and implements needs assessment tools for measuring the utilization and effectiveness of district technology.
8. Coordinates technology aspects of district construction/facilities projects including negotiations and work with vendors/consultants.
9. Chairs the Information Technology Services Operations Committee.
10. Supports the maintenance of tools needed for sustained positive public relations, (e.g. district website and other messaging software).
11. Coordinates license agreements for software purchases.
12. Maintains current knowledge of developments in the areas of administrative and instructional technology.
13. Assists in the training of certified and classified staff on the various operations of technology.
14. Assists in locating funding for hardware and software.
15. Maintains active involvement with the educational technology community and policy development at the regional, state, and national levels.
16. Evaluates assigned staff in accordance with board policies and administrative guidelines; conducts appropriate follow-up with notations to personnel files.
17. Participates in decisions to hire, promote, demote, transfer, suspend, or discharge per board policies and administrative guidelines; makes specific recommendations regarding positions and/or personnel for which directly responsible.
18. Assists in the development and management of the budget related to areas of responsibility.
19. Attends board meetings as requested and assists with presentation of information and/or recommendations.
20. Attends various events (e.g. meetings, conferences, training sessions, district information sessions, Board meetings, administrator events) for the purpose of

communicating and/or gathering information required to perform the functions of the job.

21. Works cooperatively with building principles and the technology integration specialist in the development and implementation of instructional technology.
22. Demonstrates cultural competence and behaviors consistent with the core values, vision, and mission of the district.
23. Provides information to the Superintendent on all matters of relevance.
24. Develops, documents, and maintains district-level strategic plans and policies at the direction of the Superintendent.
25. Serves as a contributing member of the Administrative Team and other committees as assigned.
26. Maintains professional growth through graduate work, professional organizations, seminars, and/or related professional literature.
27. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

1. Mobility as needed to visit all district buildings and classrooms
2. Must be able to drive a personal vehicle or provide transportation suitable to accommodate responsibilities
3. Ability to occasionally lift equipment and supplies up to fifty pounds

WORKING CONDITIONS

1. Considerable in-district travel required
2. Frequent evening and Saturday work necessary

TERMS OF EMPLOYMENT

1. 12-month position
2. Salary and benefits to be established by the board

EVALUATION

Performance evaluated per board policies regarding administrator evaluation

Approved by Board of Directors April 14, 2008

Revised June 11, 2018