Technology Director

Qualifications:
>Demonstrated aptitude and competencies for assigned responsibilities.

Advanced training in technology, using various platforms. Technology certification and teaching experience preferred.

Reports to:
>Business Administrator

Supervises:
>Technical Support Staff
>Student Internship Programs, when applicable

Job Goal:

To oversee the integration and implementation of technology at all levels, including the development of curriculum and the training of staff.

Performance Responsibilities:

A. Administration/Leadership

>1. Develops and implements a district-wide philosophy and practices to assure that the technological capabilities at all sites will be coordinated and equitable.
>2. Implements the report of the District Technical Plan.
>3. Remains current with emerging issues in Technology.
>4. Participates in Technology Committee

B. Personnel:

>1. Conducts training programs to assure that all staff members have an understanding of technology and utilize it appropriately to enhance student learning and efficiently manage record keeping.
>2. Supervises technician and/or other staff and consultants.

C. Curriculum/Instruction:

>1. Assists with curriculum revision to include age and grade appropriate expectations with regard to technology.
>2. Ensures that all curricular areas emphasize technology and its application to the world.

3. Helps design activities to enhance student research capabilities and problem solving skills through technology.
4. Demonstrates teaching strategies that incorporate and utilize a wide variety of technology.

D. Maintenance/Capital Improvement/Equipment:

1. Maintains an inventory of hardware and software.
2. Analyzes the use of all technology currently in place to maximize potential.
3. Develops, implements and maintains technology infrastructure (physical support structure).
4. Coordinates all hardware and software acquisitions to avoid unwarranted duplication and to increase compatibility and to allow for effective interfacing.
5. Provides on-site technical assistance and maintenance in all buildings.
6. Provides for off-site storage and disaster recovery planning.

E. Finance:

1. Seeks grants and donations to implement technology goals.
2. Defines needs and recommends purchases of maintenance contracts for all equipment.
3. Develops and oversees technology budget in cooperation with building principals.

F. Communication and Community Relations:

1. Coordinates district needs with providers such as telephone companies, cable TV, PBS, local government agencies and officials.
2. Facilitates regular and substantive communication regarding technology among all employees and between the schools and our community.

G. Services to Students:

1. Advises teachers in recognizing students who demonstrate an unusual degree of interest in technology.

Other:

Other responsibilities as designated by the Superintendent of Schools.

Contract Year: 260 Days

Adopted: June 7, 2001
Revised: August 16, 2001

Reviewed:	December 5, 2002