

School Administrative Unit #33
Job Description

DRAFT

TITLE: Director of Technology

REPORTS TO: Business Administrator

EVALUATION: Business Administrator

SUPERVISES: I.T. Staff - Technology Support Specialist, Data Specialist

GENERAL SUMMARY: The Director of Technology for a K-12 school district is a leadership position responsible for overseeing the planning, implementation, and maintenance of technology infrastructure and educational technology initiatives across all schools within the district. The role involves collaborating with administrators, educators, and technical staff to ensure the effective integration of technology into the learning environment while also managing the district's overall technology strategy.

QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED):

- Bachelor's degree in a relevant field; master's degree preferred.
- Several years of experience in educational technology leadership roles.
- Strong understanding of K-12 education systems and technology integration.
- Excellent communication and interpersonal skills.
- Knowledge of relevant laws and regulations related to educational technology.

ESSENTIAL JOB FUNCTIONS:

- Develops and implements a district-wide philosophy and practices to assure that the technological capabilities at all sites will be coordinated and equitable.
- Implements the report of the District Technology Plan.
- Remains current with emerging issues in technology.
- Chairs Technology Committee
- 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.
- Supervises technician and/or other staff and consultants.
- Assists with curriculum revision to include age and grade appropriate expectations with regard to technology.
- Ensures that all curricular areas emphasize technology and its application to the world.
- Helps design activities to enhance student research capabilities and problem solving skills through technology.
- Demonstrates teaching strategies that incorporate and utilize a wide variety of technology.
- Maintains an inventory of hardware and software.
- Analyzes the use of all technology currently in place to maximize potential.
- Develops, implements and maintains technology infrastructure (physical support structure).

- Coordinates all hardware and software acquisitions to avoid unwarranted duplication and to increase compatibility and to allow for effective interfacing.
- Provides on-site technical assistance and maintenance in all buildings.
- Provides for off-site storage and disaster recovery planning.
- Seeks grants and donations to implement technology goals.
- Defines needs and recommends purchases of maintenance contracts for all equipment.
- Develops and oversees technology budget in cooperation with building principals.
- Coordinates district needs with providers such as telephone companies, cable TV, PBS, local government agencies and officials.
- Facilitates regular and substantive communication regarding technology among all employees and between the schools and our community.

OTHER DUTIES AND RESPONSIBILITIES:

- Other responsibilities as designated by the Superintendent of Schools.

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	N	R	O	F	C	Twisting	N	R	O	F	C
Lift 11 to 25 lb.	N	R	O	F	C	Bending	N	R	O	F	C
Lift 26 to 50 lb.	N	R	O	F	C	Crawling	N	R	O	F	C
Lift over 50 lb.	N	R	O	F	C	Squatting	N	R	O	F	C
Carry up to 10 lb.	N	R	O	F	C	Kneeling	N	R	O	F	C
Carry 11 to 25 lb.	N	R	O	F	C	Crouching	N	R	O	F	C
Carry 26 to 50 lb.	N	R	O	F	C	Climbing	N	R	O	F	C
Carry over 50 lb.	N	R	O	F	C	Balancing	N	R	O	F	C

Work Surface(s)

Reach above shoulder height	N	R	O	F	C
Reach at shoulder height	N	R	O	F	C
Reach below shoulder height	N	R	O	F	C
Push/Pull	N	R	O	F	C

KEY
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

Hand Manipulation

Grasping	N	R	O	F	C
Handling	N	R	O	F	C
Torquing	N	R	O	F	C
Fingering	N	R	O	F	C

Controls and Equipment:

(list tools and/or equipment required to be used in this position)

Computer, calculator, telephone, copier, scanner, fax, postage meter, smartboard

During an 8 hour day, employee is required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	<u>1</u>	2	3	4	5	6	7	8	1	2	3	<u>4</u>	5	6	7	8
Stand	<u>1</u>	2	3	4	5	6	7	8	1	2	<u>3</u>	4	5	6	7	8

Walk 1 2 3 4 5 6 7 8 1 2 3 4 5 6 7 8

Cognitive And Sensory Requirements:

- Talking: Necessary for communicating with others
- Hearing: Necessary for receiving instructions and queries
- Sight: Necessary for doing job effectively and correctly
- Tasting & Smelling: Necessary for doing job effectively and correctly

Employer Expectation for the amount of lapsed time required by a typical worker to learn the skills of this job description (Specific Vocational Preparation Requirement)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

Summary Of Occupational Exposures:(list any materials position may be using, any exposure to the elements, any exposure to bodily fluids, noise, etc.)May be exposed to cleaning fluids and copier toner

Other Items to consider

Environment: Inside: 90% Outside: 10%
Work Surfaces: carpet and tile floors, chair and standard desk

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Classification: Exempt; Full Year Full Time, 260 days per school year

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