

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

Job Title: Director of Technology

Classification: Supervisory
Reports to: Principal and Superintendent
Evaluated by: Principal and/or Superintendent

Job Summary: The Director of Technology is responsible for the maintenance and upgrades of the technology within the school district. This includes, but is not limited to, desktops, laptops, servers, and printers. Along with the hardware of the school, he/she is also in charge of software purchases. The Director of Technology also must train staff in the use of all hardware/software.

Qualifications:

1. Minimum of a Bachelors Degree
2. Prefer classroom instructional experience
3. Demonstrated leadership experience in department, building, or district technology initiatives
4. Experience as professional development trainer
5. Specialized training in computer information systems, educational technology, or related area

Essential Job Duties:

1. Coordinate school-wide Instructional technologies services and activities
2. Oversee Management and Information Technologies services
3. Revise and implement technology plan incorporating Management & Information Technologies, Instructional Technologies, Collaboration, and Technical Support
4. Develop and conduct needs assessments to determine professional development needs in areas of technologies
5. Model use of and coordinate or provide training in use of various instructional and management and information technologies
6. Model and coach teachers to design and implement technology-enhanced learning experiences addressing content standards and student technology standards
7. Model and coach teachers and administrators to effectively use technology tools and resources to systematically collect and analyze student achievement data, interpret

- results, and communicate findings to improve instructional practice and maximize student learning
8. Maintain district website

Specifics of the position:

1. Maintenance and Upgrades
 - a. Keep all technology in a working order with minimal down time.
 - b. Upgrade technology as the need arises, either through current technology becoming obsolete or through purchases made.
2. Training and Support
 - a. Train staff in the use of new technology, be it hardware or software.
 - b. Support staff with questions/concerns regarding technology.
3. Communication
 - a. The director of technology will maintain the school website. This involves communicating press releases and making the information is up to date.
4. Planning/Vision
 - a. Plan for future needs based on information presented from staff or based on information acquired through research.
5. Monitor
 - a. Keep track of current technology use to better assess the needs of future purchases (see 4. Planning/Vision).
 - b. Monitor student use of network, including server use and Internet use.

Additional duties may be assigned.

Knowledge and skills required:

1. Minimum high school diploma or equivalent. A two-year or Associates Degree and post high school training or experience in the computer industry is desired.
2. Knowledge of correct grammar punctuation and spelling.
3. Interpersonal relations and skills necessary to deal courteously and effectively while exercising tact with diverse groups of people, including the public, staff, students, parents, and vendors.
4. Ability to make independent decisions and provide direction to others.
5. Ability to maintain confidentiality of matters relating to the job and District.
6. Ability to communicate electronically, via phone, and in person.
7. Dependable and of good moral character.
8. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

Terms of employment:

Fifty-two weeks. Salary and fringe benefits as established by the Board of Education.

The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.

**BOARD OF EDUCATION
BUCKLEY COMMUNITY SCHOOLS**

JOB DESCRIPTION
Page 4

In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

Signature of Employee

Date

Printed Name

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