

**TITLE:**                    **DIRECTOR (Technology)**

**FLSA: EXEMPT**

**QUALIFICATIONS:**

1. Bachelor's degree or higher with course work in computer programming and systems.
2. At least five (5) years experience in computer data processing.
3. Supervisory experience in a data processing center (pref. Educational).
4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

**REPORT TO:**    Sr. Director of Business and Institutional Services

<b><u>JOB GOAL:</u></b>	To guide the systematic planning for technology services that allow decision makers, at all levels, with data which is accurate, timely, and related to the operational needs of the District to function effectively.
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**SUPERVISES:**    Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**    \* Essential Performance Responsibilities

- \* 1. Provide leadership in all aspects of technology for the school system.
- \* 2. Develop, maintain, supervise and coordinate District activities related to department operation procedures and manuals, records management and destruction, and Help Desk and related functions.
- \* 3. Assist in the development of administrative guidelines.
- \* 4. Assist in the development of policies.
- \* 5. Evaluate new hardware and software technology and assess applicability to requirements of the school system.
- \* 6. Monitor key data elements for accuracy and alert affected personnel of reported outcomes in a timely manner.
- \* 7. Utilizes current technology, as appropriate, to perform job functions and participates in training programs offered to increase technology skill level, job proficiency, current trends, and best practices relevant to the area of responsibility.
- \* 8. Lead district initiatives, collaborating across departments and functional areas that support adoption and implementation of technology in all aspects of school business, including those that improve teaching and learning and promote 21<sup>st</sup> century skills.
- \* 9. Collaborate with principals and school staff to make informed decisions.
- \* 10. Supervise or coordinate the skills development of all employees in the operation of technology. Build awareness among employees of available resources and the role of technology in the instructional process.
- \* 11. Manage and direct staff in support of all technology applications to help the district meet goals of the strategic plan.
- \* 12. Provides direction for district business systems and student data systems.
- \* 13. Guides the accurate submission and extraction of data for district, state, and federal reporting.
- \* 14. Guides the accurate utilization of district data management and data mining techniques.
- \* 15. Develops, organizes, implements, and evaluates technology programs and systems for the purpose of supporting instruction and school and district accountability.
- 16. Perform such other duties as may be assigned by the Superintendent or Supervisor.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.