

JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF TECHNOLOGY

RESPONSIBLE TO: SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUHORITIES

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

The Director of Technology is a full-time district-level administrative position that will coordinate the efficient operation of all technological applications within the district, including hardware, software, professional development, curriculum design, and district-wide planning for the purchase, allocation, and utilization of technology resources throughout the school district.

PERFORMANCE RESPONSIBILITIES:

The Director of Technology: Demonstrates a broad understanding of current informational and instructional technology issues, including

- The Kentucky Education Technology System (KETS) program.
- The Kentucky Student, Teacher, and Administrator Technology Standards.
- The Student Technology Leadership Program (STLP).
- Research-based strategies and best practices for K-12 technology instruction.
- Microsoft network operating systems, workstation operating systems, and office applications (Word, Excel, PowerPoint, Access, FrontPage, Outlook and Exchange).
- E-mail services design and support structure.
- Internet services and operations.
- Web page design and creation.
- Networking design and support structures from workstation client to local area network (LAN) and wide area network (WAN).
- An understanding of a variety of technology components and their functionality as utilized in the K-12 environment, including but not limited to workstations, printers, digital cameras, multimedia projectors, file servers, switches, etc.
- Provides leadership in all aspects of developing, evaluating, implementing, and updating a district plan for instructional technology that complies with Board of Education goals on a yearly basis.
- Understands the district budget, including the budgeting and spending process and works within this system to secure adequate resources for instructional technology.
- Allocates district technology funding and resources in an equitable manner to meet KETS standards, district, and school goals.
- Pursues all funding opportunities which support district technology instruction and services, including KETS, Universal Service Funds, and federal, state, and local grant opportunities.
- Serves as the liaison with the state department for matters relating to instructional technology.
- Compiles data and submits reports regarding district technology to local, state, and federal entities, as required.
- Maintains an accurate inventory of technology hardware and software that belongs to the school district and individual schools within the district.
- Disseminates technology-related information throughout the school district.
- Administers telecommunications services throughout the district, including local and long-distance voice service, data circuits, and internet access.
- Works to improve the overall quality of education through the integration of technology resources and strategies for all students in the district.
- Collaborates with the professional development coordinator to organize relevant technology professional development opportunities for all staff on a yearly basis.

- Plans, organizes, schedules, and supervises the completion of technical support issues and technology projects throughout the district.
- Communicates with vendors to resolve hardware and software problems to ensure timely resolution, as required.
- Supervises instructional School Technology Coordinators, and Student Technology Leadership Program Sponsors) and technical support (Network Administrator, Technology Technician, and Software Technician) staff to ensure that the district is in full compliance with KETS standards.
- Communicates effectively verbally and orally.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Adair County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

