TITLE: **Director of Technology**

QUALIFICATIONS:

1. Holds a valid Kentucky certification either as a supervisor of instruction, schools superintendent, or principal OR

2. Bachelor’s degree in Information Technology, Computer Science, or related field

3. Minimum of five years related experience including at least three years in a supervisory capacity

4. Strong knowledge of educational technology trends, software applications and hardware systems

5. Familiarity with K-12 education environments, curriculum, and teaching methodologies

6. Excellent communication, leadership, and interpersonal skills

7. Budget and project management experience

8. Ability to work collaboratively with stakeholders at various levels

9. Problem solving skills and ability to make strategic decisions

3. ~~Experience in providing training to adults in all aspects of research, data, and technology~~

~~4. Ability and knowledge of control management and budget preparation~~

5. Ability to communicate and work effectively with staff, schools, and community through oral and written communication skills

~~6. Knowledge of practices involved in the areas of technology, data, and research; Board policies and procedures; laws and regulations~~

REPORTS TO: Chief Operating Officer/Deputy Superintendent ~~and Assistant Superintendent Learning~~

~~Support Services~~

JOB GOAL: Directs the integration, coordination, operation, procurement, installation, maintenance, and budgets for district technologies to support teaching, learning and operational activities.

PERFORMANCE RESPONSIBILITIES:

1. ~~Prepare and deliver oral presentations as needed~~
2. ~~Analyze situations accurately and adopt an effective course of action~~
3. ~~Maintain records and prepare written reports~~
4. ~~Maintain current knowledge of technology, data, and research advances in the field~~
5. ~~Guide district action in the effective implementation of networks, hardware, software, instructional technology and operational technology~~
6. ~~Facilitates the decision process for procurement, integration, coordination, operation, installation, maintenance, training and support for district technologies~~
7. ~~Develop and implement sound funding and budgeting practices~~
8. ~~Develop and implement results-oriented long-range and strategic plans~~
9. ~~Collaborate with internal and external departments, committees, boards and organizations to achieve the goals of the district~~
   * + 1. Develop and submit~~s~~ to the Board of Education by July 1 each year an updated district Technology Plan, aligned with the district's educational goals and objectives to ensure the security, reliability, and scalability of technology systems and resources
       2. Stay up-to-date with emerging educational technologies and trends to drive continuous improvement
       3. Work with the Network Manager to manage the design, implementation, and maintenance of the school's technology infrastructure, including networks, servers, hardware, and systems
       4. Oversee instructional technology integration strategies and professional development opportunities related to technology integration
       5. Plan, organize and supervise the work of department personnel including the ability to establish and maintain effective working relationships within the department and other district departments and schools
       6. Develop and manage the technology department budget, including hardware and software purchases, ongoing maintenance and long term needs and ~~M~~monitor~~s~~ the allocation and expenditure of KETS funds approved by the Board of Education and KDE to support school and district plans to ensure the best return on investment for technology initiatives
       7. Provide mentorship, guidance, and performance evaluations to team members
       8. Evaluate and negotiate contracts with technology vendors, ensuring the best pricing and service agreements
       9. Maintain strong relationships with technology partners and suppliers
       10. Implement data management protocols and ensure compliance with student data privacy regulations (e.g., FERPA)
       11. Safeguard sensitive information and maintain data integrity
       12. Oversee technical support services for staff and students, and work to resolve technology-related issues promptly
       13. Oversee technology work order systems and processes for efficient tracking and resolution
       14. Perform related duties as assigned by supervisor

TERMS OF EMPLOYMENT:

* ~~246 days/year~~
* Salary
* 12 months
* Board Approved 9/11/08, Rev 11/15/2019