

DIRECTOR OF TECHNOLOGY

TITLE: Director of Technology

REPORTS TO: Operations and Support, Senior Director

SUPERVISES: Coordinator of Instructional Technology, Supervisor of System Integration Services, Supervisor of System Support Central Media Librarian, Lead Maintenance Technician-Electronics, District Technicians

JOB FUNCTION: Directs the implementation of a Master Education Technology Plan for Fayette County Public Schools. Responsible for activities which include the integration, coordination, operation, procurement, installation, maintenance, and budgets for all instructional and administrative data technologies used by the district. Directs the planning, coordination, integration, and control of all voice, video, and multimedia technologies used throughout the Fayette County Public Schools to support teaching, learning and district business activities.

DUTIES AND RESPONSIBILITIES:

- Under the direction of the Chief Operating Officer develops and implements the district Technology Plan to guide district action in the effective implementation of: communication networks; hardware, instructional and administrative software, other instructional technology; district administrative systems; human issues and technology support; and funding strategies, timelines, and utilization of resources. Facilitates the decision process for procurement, integration, coordination, operation, installation, maintenance, training, and support for technologies in all sectors of the district.
- Takes appropriate action to ensure the completion of all projects and activities within the specified timelines for which the Department of Education Technology is responsible under the district Master Education Technology Plan, the district Strategic Plan, and the district Transformation Plan, to ensure the overall success of the education technology program.
- Prepares and submits to the Chief Operating Officer and the Superintendent reports as needed and with recommendations to achieve the established goals of the District and Board, and within the funding parameters established to accomplish those goals. Includes analysis of progress toward stated outcomes, assessment of needs related to education technology services and activities, updating of goals and strategic activities or recommendations for revision with assignment of priority to projects, and detailed analysis of resource requirements to achieve the proposed plans.
- Supervises and evaluates the Coordinator of Instructional Technology who is responsible for the integration of technology into curriculum and instruction, providing technology training for district staff,

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DUTIES AND RESPONSIBILITIES (CONT.):

and directing the development of school technology plans and the District KETS Plan which are submitted to the Board of Education and the Kentucky Department of Education for approval and funding.

- Supervises and evaluates the Supervisor of System Support Services who manages the planning, coordination, implementation, procurement, installation, operation, and maintenance of the district's Local Area Networks (LAN's) and Wide Area Network (WAN), the district's hardware and software technical support needs, maintains an inventory of district hardware, software, and technology purchases, and supports the use of all information resources.
- Supervises and evaluates the Supervisor of System Integration Services who coordinates the development, design, and implementation of district-wide information/ decision support systems, and systems to support district administrative functions.
- Supervises and evaluates the Central Media Librarian who coordinates management of the Media Services department in support of school media center staff and all district instructional staff via the Teacher Resource Center.
- Coordinates the development of district policies and administrative procedures to support the instructional and administrative technology needs of the district.
- Provides timely and sufficient feedback, as required, to the Chief Operating Officer regarding any issue(s) related to a project or activity which may adversely impact the success or timeframe of projects.
- Acts as an advocate for education technology and engages the active participation of community parents, businesses, agencies, and other groups in fulfilling the technology needs of the district. Advocates for the development of community technology initiatives to support resource and information sharing, reduce duplication of services, and streamline data transfer among schools, universities, businesses, libraries, social agencies, government agencies, and community citizens.
- Serves as a district liaison to outside groups and organizations to inform and support the development of education technology for Fayette County Public Schools within the framework of a coordinated and integrated technology plan for the community and state.
- Monitors the allocation and expenditure of KETS funds approved by the Board and KDE to support school and district initiatives; monitors the expenditures of the Department of Education Technology funds to support district initiatives.
- Attends meetings as requested including the meetings of the Board of Education when issues involving district technologies are being addressed.
- Perform other duties as assigned.
- Maintain regular attendance.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- The Kentucky Education Technology System
- IT Governance
- Computing, databases, data centers, data processing, and software applications.
- Voice, video and multimedia technologies, network/telecom and their applications.
- Building and data network security systems
- Communication networks and information management systems (to include student systems/learning management systems)
- Administrative functions and systems (i.e. Enterprise Resource Planning)
- Instructional technology.
- Training strategies and standards.
- Human issues and technology support.
- Computer system maintenance contracts, software license agreements, public sector procurement.

ABILITY TO:

- Manage change and help improve business processes for efficiency and cost savings
- Apply current technologies to effectively support the learning, teaching, and business needs of the organization within the parameters of available funding capacity.
- Develop and implement results-oriented long-range and strategic plans.
- Plan for, define, and direct the development, design, and implementation of a district-wide communication network, an integrated information management system, and systems to support administrative functions and business practices.
- Negotiate and administer contracts, leases, and license agreements.
- Analyze data, predict problem area, determine effective solutions, and assess progress accurately.
- Develop and implement sound funding, budgeting and financial reporting practices.
- Plan, organize, and supervise the work of a staff of department personnel, both professional and non-exempt, including the ability to establish and maintain effective working relationships within the department and with personnel of departments that utilize the resources of the Department of Education Technology.
- Communicate ideas clearly and persuasively, both orally and in writing, with district staff, parents, members of the Board of Education, and community leaders.
- Collaborate with department colleagues, school staffs, and district parents, technology experts in other organizations, businesses, and groups, and community leaders to achieve goals of the district.
- Follow model procurement procedures
- Ability to create RFP for service products
- Maintain strict confidentiality.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.

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- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Computer Science, Engineering, Business Administration, or similar field
- Minimum of five years of successful administrative experience (preferred)

LICENSES AND OTHER REQUIREMENTS:

- None.

Original Date: 05/1996

Revision Date: 07/1996

Revision Date: 07/2011

Revision Date: 07/2012

Revision Date: 03/2015