**JOB DESCRIPTION FOR: Director of Technology**

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**REPORTS TO:** Superintendent

**QUALIFICATIONS:** Five years experience with management of information technology systems and personnel; bachelor’s degree preferred.

**GENERAL RESPONSIBILITIES:**

Directs and manages all functions of the technology department. Manages technology projects and evaluates recommendations regarding technology policy and procedures. Works with administrative and instructional staff to direct and coordinate technology integration into the total instructional program; oversees and manages the use of all administrative and instructional technology in the school district. Trains and provides work direction to school technicians and network engineer.

**DUTIES:**

1. Provides leadership in all aspects of: 1) implementing, monitoring and updating district technology plan; 2) assisting schools in the development and implementation of their technology plans.
2. Provides district leadership in the development of a solid/focused instructional technology program. Works with schools and staff to implement this instructional plan.
3. Develops technology budget; assigns funds to schools and oversees technology expenditures at school and district level. Assists with evaluation and purchase of school technological equipment and resources.
4. Provides and coordinates the delivery of professional development programs as needed for instructional and administrative staff.
5. Maintains an accurate inventory of technology hardware at building and district level.
6. Oversees and evaluates the performance of school technology coordinators. Provides ongoing support and assistance to school technology coordinators. Trains, schedules and provides work direction to school technology coordinators; reviews work to assure compliance with quality standards and work orders.
7. Oversees and evaluates the performance of the district technician/network engineer. Provides ongoing support and assistance to the technician/network engineer as needed.

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**JOB DESCRIPTION FOR: Director of Technology (continued)**

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1. Identifies sources of funding for technology and assists staff in securing such funds.
2. Researches and works with school technology coordinators and technician/network engineer to evaluate software, determining hardware and configuration requirements to assure system compatibility.
3. Provides assistance, information and technical expertise to faculty, administrators and students regarding the safe and proper operation, care and maintenance of technical equipment and programs.
4. Performs other duties as assigned.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION *November 16, 2015*

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