**Director of Technology**

Reports to – Superintendent

Assumes responsibility for all operating system software related to computers; maintains current knowledge of software and hardware products and functionality areas; assists the supervisors in maintaining performance responsibilities to effect proficient utilization of staff and equipment; oversees the implementation and integration of the KETS program; supervises both technical and instructional support staff to insure that the district is in full compliance with KETS standards; ensures that all staff are trained in accordance with state and national standards based on instructional technology models.

**PERFORMANCE RESPONSIBILITIES**

1. Provide leadership and develop technology strategies aligned with district goals
2. Ensure all networks and computers are on-line daily and are current with the latest versions and updates.
3. Use comprehensive knowledge of hardware configuration, troubleshooting and repair as well as in-depth knowledge of network management and experience to install and configure Servers, routers, switches, hubs, network operating systems and Desktop Operating Systems, TCP/IP and other protocol.
4. Perform network design, wide area connectivity, workstation configuration, needs assessment, business process re-engineering, Internet/Intranet connectivity, remote access, and migration among others as required.
5. Demonstrate thorough knowledge of Active Directory, Lightspeed, Meraki, Windows Servers or any other state designated program.
6. Serve as the Student Information System District Administrator including but not limited to ad hoc reporting, filters, syncing with third party applications, data protection and data security.
7. Have experience in the design, maintenance, operation and troubleshooting of district’s voice network including knowledge of IP Office
8. Research and implement technological advances in the industry for the betterment of the district and the students.
9. Provides voice (telephone) software support to users and serves as a technical resource in achieving specific advanced function end results
10. Supervise and manage the technology department staff including the Network Manager, Computer Technician, Student Technicians and STLP Building Coaches.
11. Participate in appropriate professional learning and workshop programs and attend any required meetings at the local, regional and state levels.
12. Develop budgets, KETS and non-KETS, provide oversight to school budgets, develop a plan for distribution of funds, track all expenditures within the specified area of fiscal responsibility, maintain bid specifications for KETS related purchases, and assist in the location, quote and/or bid process for non-KETS related purchases.
13. Research and recommends software, online learning platforms, devices, and other
14. Maintenance and documentation of existing software applications
15. Trains end users in specific software applications
16. Maintain a permanent inventory of equipment purchased for the district and all schools, and comply with procedures for requisitioning, ordering, and paying for technology equipment and supplies.
17. Provide professional development for instructional staff in the use of technology equipment, instructional practices and online learning platforms and any other support required.
18. Design, install, coordinate and maintain backup strategies for all networks.
19. Demonstrate expertise in the use of the Microsoft Office Suite and Google Apps for Education.
20. Create, maintain and update the district social media sites. Act as the administrator for the district level site and all other school related social media sites such building level and PTSO sites.
21. Planning/organizing technology orders
22. Apply for federal E-rate discounts through the USAC program ensuring that the district adheres to all USAC regulations regarding funding. Provide all corresponding documentation required by USAC throughout the year.
23. Develop and update the district Acceptable Use Policy to follow all CIPA laws and adhere to ethical and legal use of school-issued equipment and the district network. Ensure that all staff and students sign the AUP on an annual basis.
24. Develop and implement the district technology plan for the use of present and emerging technology designed to improve the teaching/learning process. The district technology plan must be approved by the Gallatin County BOE and submitted to the Kentucky Department of Education for approval each spring.
25. Work with community education programs to assist community members and parents in use of computers and other technologies.
26. Work with students and staff to train, support and implement the use of devices and online learning platforms in the classroom.
27. Responsible for data reporting to state and federal programs as required, i.e. Technology Readiness Survey, Student proficiency, School Report Card Technology section, etc.
28. Maintain service requisition ticket system and ensure that all service requests are answered in a timely manner by a member of the technology department
29. Oversee technology component when construction projects are occurring within the district
30. Display the highest ethical, legal and professional behavior and standards when working with students, parents, school personnel, vendors and other agencies associated with the district.
31. Adhere to federal statutes and regulations, Kentucky school law, construction codes, KDE rules and regulations, Board of Education policies and procedures and contractual obligations.
32. Perform any duties that are within the scope of employment and certifications, as assigned by the supervisor.
33. Manage the Google Apps of Education Admin Console to deploy and manage Chromebooks
34. Develop and update the Non-Traditional Instructional Days application which is submitted to the Kentucky Department of Education each spring.
35. Assist each building in the development and implementation of the NTI Plan.
36. Ensure all district devices are prepared for assessment including but not limited to KPrep, End of Year Course Exams, ACT, NWEA, CERTS, Compass Learning, WIDA

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

1. Must have a 4-year degree. Certified or classified personnel may apply
2. Responsible for leading the integration of technology in curriculum and instruction.
3. Excellent verbal and written communication skills
4. Availability to work flexible hours

5. Strong leadership, self-management, and project management skills

6. Experience in planning and leading professional development programs

7. Demonstrated ability to integrate technology into curriculum and to communicate effectively to others how to use technology tools

8. Technical and financial planning skills; strong understanding of financial impact of technology planning, implementation, support and maintenance

9. Knowledge of public education funding sources, guidelines, and parameters

10. Maintain professional competence through professional growth activities

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revised Date: March 15, 2016

Board Chairperson Revised: \_May 22, 2018

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee