TITLE: **Director ~~for~~ of Technology**

QUALIFICATIONS:

1. Holds a valid Kentucky certification either as a supervisor of instruction, school superintendent, or principal
2. Minimum of five years related experience including at least three years in a supervisory capacity
3. Experience in providing training to adults in all aspects of research, data, and technology
4. ~~Knowledge of student management program, GIS system, MUNIS, and Access databases; along with other hardware, software and technology systems or programs~~
5. Ability and knowledge of control management and budget preparation
6. Ability to communicate and work effectively with staff, schools, and community through oral and written communication skills
7. Knowledge of practices involved in the areas of technology, data, and research; Board policies and procedures; laws and regulations
8. ~~Interpersonal skills using tact, patience, and courtesy~~

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

 Support Services

JOB GOAL: ~~Plan, organize, coordinate and control areas with management and professional-level subordinates involving highly complex activities with substantial direct financial impact~~.

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

PERFORMANCE RESPONSIBILITIES:

1. ~~Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues~~
2. ~~Provide leadership in all aspects of developing and periodically evaluating and updating, on at least a yearly basis, a district plan for data, research, and technology~~
3. ~~Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished~~
4. ~~Determine and communicate departmental objectives, standards and policies; measure performance against objectives to update plans~~
5. ~~Develop an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate~~
6. ~~Assure internal controls are established, maintained and documented in compliance with organization directives~~
7. ~~Coordinate the department’s operations and activities; coordinate matters affecting other departments with those affected; cooperate with other departments on matters of organization-wide or mutual concern~~
8. ~~Participate in internal and external organization, boards and committees as requested and authorized by appropriate management directives and specific authorities~~
9. Prepare and deliver oral presentations as needed
10. Analyze situations accurately and adopt an effective course of action
11. Maintain records and prepare written reports
12. Maintain current knowledge of technology, data, and research advances in the field
13. Guide district action in the effective implementation of networks, hardware, software, instructional technology and operational technology
14. Facilitates the decision process for procurement, integration, coordination, operation, installation, maintenance, training and support for district technologies
15. Facilitates and submits to the Board of Education by July 1 each year an updated district Technology Plan
16. Monitors the allocation and expenditure of KETS funds approved by the Board of Education and KDE to support school and district plans
17. 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
18. Develop and implement sound funding and budgeting practices

1. Develop and implement results-oriented long-range and strategic plans
2. Collaborate with internal and external departments, committees, boards and organizations to achieve the goals of the district
3. Perform related duties as assigned by supervisor

TERMS OF EMPLOYMENT:

* 246 days/year
* 12 months
* Board Approved 9/11/08