

Title:
Director of Technology

Qualifications:

Master's degree in technology, educational leadership, public relations, or a related field preferred. Experience in district-level technology leadership with a strong understanding of instructional technology and digital learning, including the implementation and management of systems that support teaching, learning, and district operations. Experience working collaboratively with district leadership, instructional staff, and state agencies to support technology initiatives, digital learning, and district priorities. Demonstrated ability to communicate effectively across both technical and non-technical audiences, including supporting district communication, messaging, and public-facing work. Strong understanding of technology infrastructure, systems, and instructional platforms.

Reports To:
Superintendent

Primary Job Goal:

The Director of Technology provides strategic leadership for the district's technology systems and digital learning environment, overseeing the development and implementation of the district's technology program in alignment with instructional goals and district priorities. This role of public relations liaison supports communication and connection with staff, families, and the community, ensuring technology systems effectively support teaching, learning, and organizational effectiveness.

Required Knowledge, Skills, And Abilities:

- Knowledge of the mission, goals, and organization of Simpson County Schools, with an understanding of how technology and communication systems support teaching, learning, and district operations
- Understanding of communication and public relations practices, including the ability to lead and shape district messaging, oversee public-facing communication, and foster meaningful engagement with families and the community
- Understanding of instructional technology and digital learning practices, including the ability to align technology systems with instructional goals and district priorities
- Knowledge of technology infrastructure, systems, and platforms, with the ability to evaluate, implement, and support district-wide technology solutions
- Ability to think strategically, analyze complex systems, and make decisions that impact multiple departments and stakeholders
- Strong communication skills, including the ability to translate technical information for non-technical audiences and support clear, effective district messaging
- Ability to build and maintain effective working relationships with district leadership, staff, state agencies, and the broader community
- Ability to lead and support change, manage multiple priorities, and adapt to evolving technology and district needs

Performance Responsibilities:

Leadership and Program Management

- Maintain an organized system of management and keep the Superintendent informed of program activities, needs, and issues
- Direct and oversee the district technology program and technology staff
- Serve as a liaison between the district and the Kentucky Department of Education on technology and digital learning matters

c. Standing		X	X								
d. Bending		X	X								
e. Squatting		X	X								
f. Climbing		X	X								
g. Kneeling		X	X								
h. Twisting		X	X								
i. Lifting		X	X								

LIFTING		
_____ 0-10 lbs. _____ 11-15 lbs. <u> X </u> 16-30 lbs. _____ Over 31 lbs.		
2a. HAND MANIPULATION REQUIRED? <u> X </u> Yes (If yes, complete 2a,2b,2c,2d,2e) _____ No		
2b. Repetitive hand movements? <u> X </u> Yes _____ No		
2c. Simple Grasping?	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____
2d. Power Grasping?	Right Hand Yes _____ No <u> X </u>	Left Hand Yes _____ No <u> X </u>
e. Pushing Pulling?	Right Hand Yes _____ No <u> X </u>	Left Hand Yes _____ No <u> X </u>
f. Fine Manipulation:	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____

3. (a) Does the job require a worker to reach or work above the shoulder? <u> X </u> Yes _____ No Frequency? _____ (b) Reaching at or below shoulder level? <u> X </u> Yes _____ No Frequency? <u>As needed</u>
4. Does the job require use of his/her feet to operate foot controls or repetitive movement? _____ Yes <u> X </u> No
5. Are there special visual or auditory requirements? <u> X </u> Yes _____ No If yes, please describe (i.e. working with computer terminal): working with a computer terminal, monitors, chromebooks, software, smart v's, etc...

WORK ENVIRONMENT:

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions?

_____ Yes No

b. Is the employee exposed to fumes or airborne particles? Yes _____ No

If yes, please specify: Potential exposure common to cleaning supplies and chemicals used in cleaning computers, laptops. As well as dust and debris when working with mainframes / towers, etc...

BLOOD/FLUID EXPOSURE RISK: (check the right category)

_____ Category I: Tasks involve exposure to blood, fluid, or tissue

_____ Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but the job may require performing unplanned Category I tasks.

Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

Terms Of Employment:

Up to 236 days of employment; salary to be established by the Board of Education. To be paid on the Certified Salary Schedule in accordance with years of experience.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Date of Approval: _____

DRAFT