



## Director of Technology Job Description

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**Job Title:** Director of Technology

**Reports to:** Superintendent/Assistant Superintendent of Curriculum & Instruction

**Dept./School:** Technology/Central Administration

### Primary Purpose:

Direct and manage the information systems and computer services for the district. Ensure efficient and effective access to information and related technology by all campuses and administrative departments.

### Qualifications:

#### Education/Certification:

Bachelor's degree or equivalent experience

#### Special Knowledge/Skills:

Knowledge of computer network, hardware, and software applications

Knowledge of computer applications development and implementation

Ability to manage budget and personnel; coordinate district function

Strong organizational, communication, and interpersonal skills

Ability to implement policy and procedures

Ability to interpret data

#### Experience:

Three years experience in supervision and management of an information systems department for a large organization

### Major Responsibilities and Duties:

#### Technology and Information Management

1. Assist schools and administrative departments to develop and implement plans to address technology needs, including evaluation of hardware and software and management of information relating to attendance, grade reporting, scheduling, demographic data, and budgetary information.
2. Develop and implement district standards and specifications for hardware and software use.
3. Develop and implement a districtwide computer networking plan.
4. Coordinate support between the various hardware and software vendors and district staff..
5. Manage, direct, and assign priorities and personnel to major projects to ensure attainment of district and department goals and objectives.



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6. Oversee the installation, maintenance, and repair of all computer hardware and software throughout the district.
7. Assist with the implementation of staff development in the area of information management and technology; make presentations as needed.
8. Develop and implement a disaster recovery plan.
9. Develop and coordinate a continuing evaluation of information and technology services and implement changes based on the findings.

### **Policy, Reports, and Law**

10. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of information management and technology.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

### **Budget and Inventory**

12. Administer the district technology budget and ensure that programs are cost-effective and funds are managed wisely.
13. Compile budget and cost estimates based upon documented program needs.
14. Participate in contract negotiations for computer hardware, software, maintenance, and related services.
15. Coordinate the purchase of all computer hardware, software, and supplies; initiate purchase orders and bids in accordance with budgetary limitations and district policies.
16. Approve technology related requisitions and purchase orders and forward to accounting department.
17. Recommend the disposal and replacement of obsolete equipment when necessary.

### **Personnel Management**

18. Develop training options and improvement plans to ensure exemplary operations in the information services and technology area.
19. Evaluate job performance of employees to ensure effectiveness.
20. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, transfer, retention, and dismissal.

### **Other**

21. Attend professional growth activities to keep abreast of innovations in information management and technology services.



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22. Other duties as assigned.

**Supervisory Responsibilities:**

Supervise and evaluate the performance of all technology staff including the network administrator and technology integration trainer.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Frequent districtwide travel and occasional statewide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_