

## Director of Technology

### QUALIFICATIONS:

- ◆ Minimum - Associates Degree in Computer Sciences, or equivalent;
- ◆ Preferred - BS in Computer Sciences, or equivalent;
- ◆ Trouble shooting skills on both Macintosh, Windows and DOS based computers;
- ◆ Previous experience with a variety of common software - MS Office, Claris Works, Diagnostic programs, Back-up programs, web browsers, Outlook;
- ◆ Such alternatives to the above qualifications as the district may find appropriate and acceptable; and
- ◆ Have a First Aid card as requested by supervisor.

### REPORTS TO:

- ◆ Superintendent

### JOB GOAL:

- ◆ The Director of Technology coordinates and directs services and programs for district technology.
- ◆ To use leadership, supervisory, and administrative skills so as to promote the efficient use of district technology to assist staff in meeting district educational goals.

### ESSENTIAL FUNCTIONS:

- ◆ Provide methods to meet staff technical assistance needs in the use of Macintosh, Windows and DOS based computers;
- ◆ Oversee necessary software updates on district servers as required;
- ◆ Oversee a system to troubleshoot computer problems, both hardware and software, make repairs as needed or send to appropriate support services for repair;
- ◆ Make program and budget decisions according to District policy and regulations;
- ◆ Serve on the Administrative council;
- ◆ Prepare recommendations for the technology budget annually and present program and budget requests to the Board as necessary;
- ◆ Oversee the updating and implementation of the district technology plan;
- ◆ Adhere to prescribed routine;
- ◆ Maintain the confidentiality of staff and student business;
- ◆ Participate in inservice training programs as assigned; and
- ◆ Perform other reasonable duties the Superintendent may assign.

### TERMS OF EMPLOYMENT:

- ◆ According to Board policy, master contract and school calendar.

### EVALUATION:

- ◆ Performance will be evaluated annually in accordance with Board Policy and established procedures.

I have received a copy of this job description.

---

Signature

---

Date