

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – DIRECTOR OF TECHNOLOGY

**Qualifications:** Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel. Bachelor’s degree or higher in Computer Information Systems, Computer Science, or related area.

**Immediate Supervisor:** Superintendent of Schools

**FLSA Status:** Exempt

**Evaluation:** Performance in this position will be evaluated by the immediate supervisor and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

**Term of Employment:** 261 Days

**Salary:** Determined by the Pleasants County Board of Education

### **Expectations / Duties and Responsibilities:**

- Develops, implements and oversees the district-wide Technology Plan.
- Assists in the development of system policies and procedures governing technology issues.
- Maintains an inventory of technology hardware and software.
- Directs and coordinates the management of the district’s internal and external web sites; collaborates with content providers in departments and sites; manages access and security.
- Ensures the reliability and integrity of the school district’s communication infrastructure and information systems.
- Supervises, trains, assists and guides Technology Systems Specialist.
- Supervises the maintenance and repair of all technology equipment.
- Assigns Technology Systems Specialist priorities work tasks and monitors work flow.
- Establishes and supervises technical support, network design and management, and help-desk support for all schools and the central office
- Formulates technology training policies, programs and schedules, based on knowledge of identified training needs.
- Seeks and acquires additional financial and technology resources to support the district’s work related to technology use; seeks technology grants from federal, state and private sources.
- Develops and monitors technology budget.
- Maintains appropriate fiscal records.
- Coordinates the submission of all documentation related to the E-rate program.
- Provides leadership and assists in implementing technology initiatives.
- Supports use of technology at school sites and allocates available resources to align with priorities.
- Promotes and supports the integration of technology into all curriculum areas, assists the administration and

teachers in the selection of software that enhances learning and reviews and approves all system technology purchases to assure compatibility

- Assists in purchasing and installing hardware and software in all schools and the central office.
- Provides the superintendent and Board of Education with periodic reports regarding recommendations for improvement, status of technology in the school system, needs and concerns.
- Keeps current on new technologies, technology grant opportunities, and Federal, State and local opportunities and/or constraints.
- Maintains digital platform associated with textbook adoptions.
- Coordinates and maintains the district employee substitute calling system.

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Superintendent of Schools**

**Amended:** October 25, 2016