

Job Title: Technology Director**Exemption Status:** Exempt**Reports to:** Superintendent**Date Revised:** 10.2021**Dept./School:** Technology

Primary Purpose:

Responsible for the overall management of the Information Technology Department and strategic planning of technology systems districtwide. Provide expertise and direction in the development, deployment, and use of information technology in the district.

Direct and manage the district's instructional technology program. Develop and implement districtwide technology-based staff development and training programs to facilitate the effective use of technology tools in instructional programs. Contribute to the development of short- and long-range plans for the integration of technology into the instructional program.

Qualifications:**Education/Certification:**

Bachelor's degree

Valid Texas teaching certificate

Bachelor's degree in computer science or related field preferred but not necessary

Special Knowledge/Skills:

Knowledge of computer network, hardware, and software applications

Knowledge of computer applications development and implementation

Knowledge of instructional software applications

Knowledge of technologies available for use in instructional setting

Knowledge of curriculum design and implementation

Ability to develop and deliver technology training to adult learners

Ability to manage budget and personnel; coordinate district function; implement policy and procedure

Excellent organizational, communication, and interpersonal skills

Ability to interpret data

Experience:

3-5 years of experience in supervision and management of information systems preferred

3 years of teaching experience

3 years of experience working with instructional software

Major Responsibilities and Duties:**Technology and Information Management**

1. Analyze complex business needs presented by schools and administrative departments, and develop and implement technical solutions. Explain technology solutions to administration through presentation and advocacy.
2. Manage, direct, and assign priorities to major projects to ensure attainment of district goals and objectives.

3. Develop and implement district standards and specifications for hardware and software use, and computer networking.
4. Devise, develop, implement, and maintain systems of internal controls, emergency and backup procedures, proper licensing, system upgrades, and disaster recovery plans to ensure integrity of information, security of databases, and internal network access control.
5. Oversee support between the education service center and district staff, including programming, application support, and end-user support.

Staff Development

6. Oversee the development and implementation of a comprehensive staff development plan for the use of instructional technology in the classroom.
7. Provide staff development to teachers and administrators in the use of teaching techniques that incorporate technology in the delivery of existing curriculum.
8. Provide leadership and technical expertise to principals and other district personnel in the planning, implementation, and evaluation of effective instructional technology throughout the district.

Curriculum Development

9. Work cooperatively with other curriculum development staff to smoothly and effectively integrate technology into the instructional curriculum.
10. Develop and implement a continuing evaluation of the instructional technology program and implement changes based on the findings.

Policy, Reports, and Law

11. 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.
12. Assist in the development of policies and procedures regarding technology issues.
13. Compile, maintain, and file all reports, records, and other documents as required.
14. Participate in the research of and application for technology-related grants or revenue sources.
15. Follow district safety protocols and emergency procedures.

Budget and Inventory

16. Develop and administer the information technology budget based on documented needs, and ensure that operations are cost-effective and funds are managed wisely.
17. Coordinate the purchase of all computer hardware, software, and supplies; initiate purchase orders and bids in accordance with budgetary limitations and district policies.
18. Coordinate the selection of instructional technology equipment and software. Maintain a database of all instructional software and licensing in the district.

19. Provide expertise in developing bids for purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment and materials used for the instructional programs.

Personnel Management

20. Develop training options and improvement plans for instructional technology personnel to ensure best operation of programs.
21. Select, train, supervise, and evaluate staff, and make recommendations for assistants to promote training to teachers, aides, etc.

Supervisory Responsibilities:

Supervise instructional assistants in training staff members

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including computer and peripherals

Posture: Prolonged sitting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying

Environment: Work is primarily performed in an office environment with frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____