

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Director of Technology
Department:	Information Technology
Reports to:	Superintendent of Schools
Supervises:	Information Technology Department Staff
Description of job:	
<p>Summary of Responsibilities: Overall responsibility for the efficient operation of the Information Technology Department</p>	
<p>Essential Duties and Responsibilities:</p> <ol style="list-style-type: none">1. Lead the District in the execution of the 5-year technology plan by implementing the vision and roadmap effectively and efficiently, ensuring technology infrastructure, staffing and support are reliable and available for all constituencies.2. Lead the District in implementing a process for identifying, approving, acquiring, and implementing new technologies to support student learning and educator effectiveness and efficiency.3. Evaluate new and current technology systems and applications and provide recommendations for hardware and software in response to the organization's needs.4. Make technology widely and seamlessly available for all students by enabling and executing learning goals to provide every student regular, reliable, and easy access to technology.5. Leverage student expertise in the support of educational and technical programs, including user-support.6. Use technology to increase communication and collaboration within the school district and between the school district and the community by use of high quality digital messaging, social computing/networks, effective, current and consistent websites, and an efficient process of online student/family registration.7. Provide leadership regarding all district wide technology issues and consult with appropriate administrative personnel in devising, developing and implementing long-term and short-term technology goals.8. Lead the yearly review and update of the District's 5-year technology plan.9. Develop, monitor and make recommendations for the technology budget.10. Provide IT staff with information on the availability of existing and emerging technologies in support of their mission in the organization, including-facilitating technology staff meetings and participating on various committees as needed.11. Hire and evaluate IT employees assigned to the technology department.12. Supervise the work and procedures of the technology department including establishing procedural strategies for effective and efficient end-user support.13. Devise, develop, implement and maintain systems of internal controls, emergency and backup procedures, proper licensing, system upgrades, and disaster recovery plans to insure integrity of information, security of data bases, and internal network access control.14. Assist in design and development of marketing strategies with regard to technology projects.15. Communicate with special education field staff regarding new developments in adaptive technologies.16. Communicate regularly with all constituents regarding planning and support.17. Participate in professional growth opportunities by attending and/or presenting at state and/or nation meetings, and other relevant technology-related events.18. Participate in the research of and application for various technology-related grants or revenue sources to support technology-related projects.19. This position description does not express or imply that these are the only duties to be performed by the incumbents(s) in this position. The employee(s) will be required to follow any other job-related instructions and perform other job-related duties requested by the Superintendent of Schools.	

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Protective Personal Equipment:	n/a
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Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
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Classification Key:

Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual: own vehicle	Automatic: own vehicle
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Work Environment

Floor Surface:	Tile or carpeting				
Inside:	Up to 100%			Outside:	Up to 5%
Lighting:	Florescent or Incandescent				
Vibration:					

PHYSICAL DEMANDS

LIFTING

Maximum weight lifted: up to 50 pounds occasionally

WEIGHT	Never	Occasionally	Frequently	Constant	Height s	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING

Maximum weight carried: up to 50 lbs.

WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING

Maximum push/pull: up to 35 lbs.

WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

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ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal		X			
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor Degree, Master's Degree in Educational Technology preferred

License/Certificate/Certification:

If required by RIDE

Technological and/or Technical Skills:

Broad knowledge of technology in the areas of networking systems, hardware, software and innovation uses.

Communication Skills:

Outstanding presentation and facilitation skills. Clear and positive communication with all stakeholders.

Demonstrated ability to draft clear and concise correspondence.

Ability to compose and /or present written or oral reports as needed.

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Planning Skills:

Strong organizational skills, time-management skills, and follow-through with tasks and promises.

Capable of being flexible, innovative, creative, and open-minded.

Interpersonal and Problem solving skills:

Capability to work collegially with all levels of administration and staff.

Exhibits strong professional judgment.

Anticipates problems and utilizes a problem solving approach.

Ability to accept feedback in order to grow as a professional.

Terms of Employment:

Per contract.

Evaluation:

Job Performance is evaluated in accordance to district policy and by the Superintendent or his/her designee

Date: 11/2015