

Technology Director

The Director of Technology provides vision and leadership for planning, developing, implementing, and managing information technology (IT) initiatives and functions and partners with all stakeholders to constantly improve student achievement in support of a 21st Century Learning environment.

Specific Responsibilities

1. Participate in planning for both building-level and district-wide technology applications. Serve as the primary resource person for building principals regarding the use of technology in their schools.
2. Demonstrate effective customer service strategies to all district patrons.
3. Assist with developing and administering an annual budget to include district needs for hardware, software, supplies, and maintenance.
4. Coordinate the purchase of hardware, software, and other technology services among schools and district offices.
5. Perform/supervise the installation and maintenance of all hardware and software in the district.
6. Perform/supervise procedures for inventory and tracking of technology hardware.
7. Provide appropriate staff development for instructional and support staff as needed to implement computer education programs and/or administrative applications.
8. Serve as resource person for computer applications.
9. Maintain familiarity with the state-of-the-art technology as it pertains to school applications.
10. Coordinate the development, implementation, and evaluation of district technology plans.
11. Serve as coordinator of E-Rate program for the district.
12. Develop and maintain disaster recovery plan.
13. Perform other duties assigned by the Superintendent or his designee.

12/3/14