

Position Title: Director of Technology
Department: Technology
Reports to: Superintendent of Schools

SUMMARY: Technology Director will work with the Superintendent's office, Board of Education, Building Level administrators, Teachers and Technical staff to further the productive use of technology in existing curriculum and to assist staff in the development of technology rich instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Facilitates integration of technology into the curriculum and participate in curriculum development activities.
- Assists teachers by providing in-service in technology activity development and exaction.
- Conducts lab orientation and training for faculty and students.
- Maintains knowledge of current developments in the technology field.
- Provides support and leadership in development of a functional school web page.
- Implements a basic help desk system for all users if administrative and instructional computer hardware and software.
- Leads the district's short and long range planning for instructional technology by participating on the district's technology committee.
- Directs annual technology needs assessment as they relate to long range planning.
- Assists Superintendent of Schools in coordinating the equipment purchases for the district.
- Assists Superintendent of Schools in the preparation and administration of the technology budget.
- Researches and provides input into the writing of grants for the technology purchases.
- Facilitates and oversees the installation of computer hardware and software.
- Maintains district inventory of supplies, equipment, repair of equipment and software.
- Leads implementation of district student database.
- Facilitates state reporting directly from student database.
- Develops standards for acquisition, maintenance and training for educational technologies.
- Establishes a process to monitor and keep interested district individuals informed of evolving technologies and their implications and costs.

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: A Bachelor's degree in education, successful teaching experience, strong knowledge of instructional technology and information management.

CERTIFICATES, LICENSES, REGISTRATIONS: Missouri Teaching Certification.

EVALUATION: This position will be evaluated in accordance with the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT: Twelve-month employee. Salary to be established by the Board of Education.

