



Simpson County School District JOB/ POSITION DESCRIPTION

Position Title: Director of Technology
Department: District Office/ Office of Technology
Reports to: Superintendent
Status: Certified (Overtime Exempt)

JOB GOAL: The Director of Technology organizes, directs, and oversees education and information technology activities; plans and manages a comprehensive and integrated education and information technology program to deliver cost effective, reliable, timely, and high-quality educational technology equipment and services; acts as the district's primary authority on education technology issues; coordinates the implementation of the district's technology plan; works collaboratively with central office and school-based personnel to use and integrate education technology in the instructional program.

QUALIFICATIONS:

1. Bachelor's degree in education, information technology or related field.
2. Background in educational technology both in the workplace or from an accredited institution
3. Recommended/Preferred that this person holds an advanced degree in educational administration, technology, or curriculum development from an accredited institution, given the curriculum and pedagogical background requirements
4. At least three years of supervisory experience preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

- Establishes the mission of the Department of Technology through and in response to the assessment of district needs and priorities
- Directs and participates in the development of goals, objectives, policies, and procedures of the Department of Technology
- Plans, directs, supervises, and coordinates the activities of department personnel
- Plan, implement, and maintain robust network, WAN, and data center to support instructional and administrative needs of the district
- Plan, implement, and maintain data security devices, processes, policies, and strategies
- Plan, implement, and maintain cost-effective and sustainable digital device working environment
- Participates in curriculum design team meetings and leadership team meetings with other department heads; discusses and reviews overall district issues and priorities; may serve on special task forces or direct the conduct of projects having a general district-wide impact
- Assumes a leadership role in developing and implementing the district plan for instructional use of technology
- Collaborates with principals, department heads, teachers, and others who will implement the district technology plan
- Facilitates meetings with committees to implement the district's technology plan
- Understands the district budget, budgeting process, and spending process, and works within this system to secure adequate resources for education technology integration
- Oversees preparation and administration of the department's budgets
- Manages the allocation and expenditures of funds for the department
- Helps ensure that the school-level budgets and the district budget adequately support the district's technology plan
- Insures equity when budgeting for and distributing resources
- Collaborates with administration and faculty to write grants for implementation of educational technology

- Assists the district in obtaining outside funding by participating in grant planning and proposal writing
- Helps develop and maintain sustainable funding for technology and technology infrastructure
- Oversees the development and implementation of the district's technology training plan.
- Oversees the planning/scheduling of technology training that will facilitate successful technology integration in the classroom
- Supports district's assessment team of online and technology based assessments
- Assists with assessment data and student information integration into analytics and other online applications
- Assists in the evaluation of software, hardware, and courseware
- Participates in district research projects to evaluate instructional use of technology
- Stays abreast of educational technology trends and successes of other school districts and technology programs on a local, state, and national level
- Designs and encourages pilot projects
- Confers with other departments, agencies, public officials, vendors, and contract providers regarding education and information technology projects, programs, plans, and activities.
- Disseminates technology-related information throughout the district via newsletters, email, district presentations, etc.
- Actively participates in local and regional educational conferences with emphasis on educational technology and instructional/curricular programs
- Works to improve the overall quality of education received by students in the district by being an educational change agent
- Participates in the development of curricular standards and benchmarks to encourage appropriate use of technology
- Attends Board Meetings and prepares such reports for the Board as the Superintendent may request
- Demonstrates prompt and regular attendance
- Supports the Simpson County School District's Mission, Vision, and Strategic Plan
- Performs other duties as assigned by the Superintendent

SUPERVISORY RESPONSIBILITIES: Supervises the Informational Technology Staff

PHYSICAL DEMANDS and Working Conditions:

The physical demands described here 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 continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and regularly to move; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 30 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Simpson County Board of Education Policy on Evaluation of Professional Personnel.

EMPLOYMENT:

Twelve -month year; 240 days Salary based on the Simpson County School District's Approved Scale.

APPROVED BY: SIMPSON COUNTY SCHOOL BOARD DATE: **April 8, 2021**

Reviewed and agreed to by: _____ Date _____