POSITION DESCRIPTION

TITLE: Director of Technology
LOCATION: Administrative Service Center (ASC)
REPORTS TO: Chief Operations Officer
DEPARTMENT: Business and Support Services

SUMMARY STATEMENT:
The Director will support the strategic planning and district mission assuring that every student and staff member has opportunity to become a competent user of technology and that technological resources are available to enhance the instructional, administrative, and management functions of the school district. This person will lead in the District’s technology committee on how technology can support student learning, zero dropouts, and provide support for students to be competitive in today’s world. The Director of Technology is responsible for the strategic direction and oversight of the Evergreen School District’s technology, network, and enterprise data systems. The Director of Technology ensures the performance, security, and data integrity of network-based and computing resources in the district. The Director of Technology provides leadership in the training and assistance for district personnel to support student learning.

ESSENTIAL FUNCTIONS:
1. Provide leadership and vision in establishing district technology standards with related district coordination of infrastructure development, communication systems, network systems and hardware/software acquisitions, replacement, and repair.
2. Work collaboratively with members of the Superintendents Instructional Cabinet to enhance staff proficiency and integration of technology into the classroom.
3. Take the leadership role in developing and implementing the District’s Instructional Technology plan, and facilitate the continued development of the technology infrastructure for the primary purpose of enhancing student achievement in all areas of the curriculum.
4. Coordinate and oversee the installation of new infrastructure, HW/SW and communication systems; review specifications and drawings for construction projects involving data installation, and perform related inspections and evaluation.
5. Oversee the support of staff as they revise or develop classes using an array of technology applications to support instruction and learning.
6. Perform all duties of a manager, including hiring, training, planning, and implementing development and training plans.
7. Collaborate with other School Districts and ESD 112 on regional and state technology or software issues.
8. Develops, recommends, and monitors technology budgets.
10. Review technology vendor contracts and implementation.
11. Work with the federal E-Rate program.
12. Perform other related duties as assigned.

OTHER RESPONSIBILITIES:

PHYSICAL DEMANDS REQUIRED:
VISION
Pushing/Pulling (33-66%)
Writing (66-100%)
Acceptable Attendance
Use of hands and/or arms for repetitive motion (66-100%)

BENDING
Hearing (66-100%)
Walking (33-66%)
Lifting/Carrying Up to 50 lbs. (Up to 33%)

SPEAKING
Sitting (33-66%)
Reaching (33-66%)

SITTING

WRITING
Driving (66-100%)

WALKING

REACHING

MENTAL DEMANDS REQUIRED:
Reading Documents (33-66%)
Customer Contact (66-100%)
Verbal Communication (66-100%)
Multiple Concurrent Tasks (66-100%)
Written Communication (33-66%)
Problem Solving (66-100%)
Constant Interruptions (33-66%)
Reasoning (66-100%)
Math (33-66%)
Detail Work (66-100%)

PERCENTAGES OF REQUIREMENTS OF PHYSICAL AND MENTAL TASKS ARE ONLY AN ESTIMATE. REASONABLE ACCOMMODATIONS FOR PERSONS WITH A DISABILITY WILL BE CONSIDERED IN ORDER FOR THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

(66-100%) = CONTINUOUSLY
(33-66%) = FREQUENTLY
(Up to 33%) = OCCASIONALLY

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), 10-key calculator, telephone, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
The qualified candidate must demonstrate a successful level of leadership, knowledge, skills, and abilities listed below:

• Thorough, current working knowledge in the area of technology planning and implementation in an educational setting.
• Ability to implement instructional programs for schools through technology.
• Experience managing and providing leadership, guidance, and growth plans to a team of 30 individuals.
• Able to establish and maintain effective working relationships with a variety of groups, both within and outside the district. Ability to promote consensus, and facilitate conflict resolution, within groups with diverse interests and values.
• Knowledge of project management, technical communication, and installing, developing, and maintaining enterprise data systems.
• Ability to construct, implement, and monitor time lines, and meet deadlines on projects and reports.

EDUCATION AND EXPERIENCE:
Master's degree preferred in educational administration, technology, business, or other area related to responsibilities and ten years increasingly responsible related experience; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

TECHNOLOGY:
• Knowledge of TCP/IP networking principles.
• Thorough knowledge of LAN/WAN/MAN/wireless technology.
• Knowledge of computer and email systems in a multi-platform environment.
• Must possess an expert level of knowledge in the information technology field with a background in Microsoft enterprise systems, Dell Client and Server, Apple hardware, and cross-platform interconnectivity.
• Knowledge of Active Directory and Google Application synchronization preferred.
• Ability to provide technical advice and instruction for non-technical staff.
• Ability to research and analyze hardware and software.
• Provide troubleshooting of technical issues related to District Data Centers and infrastructure, including communication to customers.
260-261  Days Per Year (Includes Holidays)
8  Hrs. Per Day

PSE:  ________________________________  Date:  ________________

District:  ________________________________  Date:  ________________

New
Revised Date:  02/10/2014
Classification:  Management/Confidential
Class:
Display on Web?  Yes

Director of Technology