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| <b>Title:</b>               | Director of Technology                              |
| <b>Reports to:</b>          | Assistant Superintendent of Administrative Services |
| <b>Terms of Employment:</b> | 12 months   |
| <b>Salary:</b>              | Negotiable  |

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

- Employee must exercise considerable tact and courtesy in frequent contact with school officials, administrators, subordinate staff, and vendors.
- Supervises and works with technology staff to develop a district-wide in accordance with state requirements and direction, assists educators in implementing the plan; evaluates the plan and make resulting recommendations regarding changes and improvements.
- Supervises and work with technical staff to plan for, design and manage all local area networking, computer installations, standard district software and the technical support of these systems.
- Supervises and work with communication staff to plan for, design and manage all wide area networking, email/internet services and the operational support of these systems.
- Works with staff and contracts to install necessary infrastructure to support access to all networks.
- Directs, monitors, and assesses services provided by the Help Desk, for users and provides work-order tracking for technical staff.
- Assists with selection, purchase and distribution of equipment.
- Serves as the system contact for communication and coordination with the NC Department of Public Instruction (DPI) in the area of technology; assures that the district program is consistent with state mandated criteria and structure and that all requirements of the Uniform Education Reporting System (USERS) are met.
- Represents the district technology program to school community.
- Participates in long and short range technology planning.
- Works with staff to develop and enforce backup/recovery plans for all systems; develop and enforce security standards and procedures for all systems.
- Prepares and submits division operational and organization-wide computer budgets; evaluates expenditures to ensure proper allocation of funds and adherence to organizational accounting requirements.
- Prepares, submits and ensures that expenditures meet proper guidelines for technology-related grants and reimbursement programs, to include E-rate.
- Performs other related work as required

#### **MINIMUM TRAINING AND EXPERIENCE**

- Master's degree preferred; and at least 8 years of experience in the area of technology, including at least 4 years of supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the school system's Long-Range Technology Plan, development methodology and development standards.
- Considerable knowledge of federal, state and local policies and procedures regarding instructional technology.
- Considerable knowledge of computer hardware and common software applications.

- Considerable knowledge of networking hardware and software applications, capabilities and requirements and associated costs.
- Considerable knowledge of cabling infrastructure and electronic components required for networking.
- Considerable knowledge of the capabilities, limitations and service requirements of mainframe computers and auxiliary equipment.
- Ability to plan, direct, and coordinate the work of subordinates.
- Ability to develop long-term goals and objectives.
- Ability to evaluate the effectiveness of programs and make recommendations for improvements.
- Ability to evaluate requests for changes and/or updates to currently installed technology.
- Ability to schedule and monitor development projects.
- Ability to estimate manpower and time required for technology related projects.
- Ability to develop clear, effective instructions for subordinates and users.
- Ability to effectively express ideas orally and in writing.
- Ability to develop and administer budgets to include E-rate procedures.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Performs other duties and responsibilities as assigned by Superintendent or designee