



JOB DESCRIPTION

TITLE: Director of Technology

REPORTS TO: District Administrator

QUALIFICATIONS:

1. A bachelor's degree from an accredited college or university with experience and/or training in educational technology.
2. The Technology Director must have the ability to:
 - a. Evaluate the use of technology in the classroom.
 - b. Model and support the effective integration of technology in the classroom.
 - c. Display competency with administrative and instructional applications of technology.
 - d. Use multi-media equipment and applications, basic software applications and common operating systems.
 - e. Demonstrate a working knowledge of hardware components and their functions.
 - f. Possess the ability to implement new technologies.
 - g. Demonstrate working knowledge of fundamental network design and common network operating systems.
 - h. Design and implement computer networks suitable for educational settings.
 - i. Manage department personnel.
 - j. Plan both long and short term training programs.
 - k. Develop appropriate training materials for school personnel.
 - l. Administration of google for education classroom.

JOB GOALS:

1. To improve the overall quality of education received by students, staff, and the school community through the use of technology.
2. To provide a vision for the implementation and use of technology to advance education for the Clinton Community School District.

PERFORMANCE RESPONSIBILITIES:

1. Establishes system-wide software and hardware standards, requirements and specifications.
2. Reviews and approves all system technology purchases to assure compatibility.
3. Prepares proposals and solicits bids for system technology needs.
4. Troubleshoot and maintain all hardware throughout the district.
5. Promotes Clinton Community School District on local, state and national levels through conferences, workshops, seminars, and technology associations.
6. Analyzes information to determine, recommend, and plan layout for type of computers and peripheral equipment, or modifications to existing equipment and system that will provide capability for new or upgraded networks, while maintaining efficient operation and effective use of space.
7. Formulates technology training policies, programs, and schedules, based on knowledge of identified training needs.
8. Evaluates hardware and software for classroom and administrative needs.
9. Remains current on new developments in the areas of software, hardware, networks, telecommunications, training and maintenance.
10. Provides professional development opportunities for technical and training support staff to keep abreast of the rapid changes in technology and software.
11. Advocate technology usage and awareness.

MANAGEMENT:

1. Develops, manages, and evaluates the technology budget.
2. Consults with administrators and teachers to define equipment needs.
3. Consults with administrators, teachers, board members, parents and community members to determine information requirements of teachers and students and to determine boundaries and priorities of new projects, and to discuss system capacity and equipment acquisitions.
4. Contracts with vendors to provide needed technology solutions.
5. Reviews reports of computer and peripheral equipment use, malfunction, and maintenance to ascertain costs and plan operating changes.
6. Requisitions new materials, maintenance supplies, and other miscellaneous items needed by the Technology Department.
7. Requisitions maintenance and repair parts for Clinton Community School District's technology equipment.
8. Submits needed technology budgets, projects, grants, and policies to The Clinton Community School Board of Education for approval.
9. Directs technology staff in technology maintenance and installation.
10. Evaluates the job performance of the technology staff.
11. Assists staff to diagnose and solve computer equipment problems.
12. Manages resources effectively, including personnel, money and materials.
13. Confers with administrators and teachers to determine technology training needs.
14. Coordinates, evaluates and recommends hardware and software purchases and replacement.
15. Maintain an inventory of technology in the school district.
16. Installation of computers and related equipment throughout the district.
17. Maintain a technology website which contains pertinent information for staff and parents.
18. Coordinate in the development, monitoring, and periodic evaluation of a five-year technology plan for the district.
19. Troubleshoot and repair computer hardware and software when appropriate.
20. Maintain skyward databases, updates and daily backups.
21. Do all technical work outline at the NWEA site, have testing machines ready.
22. Attend conferences, seminars, and training sessions to maintain competency level.
23. Develop and coordinate training and development programs in the technologies for the faculty and staff.
24. Coordinate vendor services and maintain positive relations with corporate partners.
25. Manage vendor relationships, including maintenance, hardware and software upgrades, and ongoing development work with the system and users.
26. Provide leadership for efforts involved with showcasing technology projects for the Clinton Community School District and involved companies with the community and outside visitors.
27. Work with the Superintendent, Director of Teaching, Learning, & Assessments, in the long range planning, facilities design, school construction issues, and budgeting with regards to technology.

EMPLOYMENT CONTRACT: Full-time. Daily work schedule is flexible and to be determined based on current project schedules.

TERMS OF EMPLOYMENT: 260 day contract.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the School Board's policy on Evaluation of Professional Personnel.

The Clinton Community School District board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices, or on the basis of transgender status, change of sex or gender identity.