



# Crandall Independent School District

## Job Description

**Job Title:** Director of Technology

**Wage/Hour Status:** Exempt

**Reports To:** Deputy Superintendent

**Date Revised:** May 18, 2026

**Dept./School:** Danielle Smalley Building

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### Primary Purpose:

Direct and manage the information systems and computer services for the district. Ensure efficient and effective access to information and related technology by all campuses and users. Facilitate the integration of digital tools and best practices into curriculum and administrative systems. Engage with administrators, educators and support personnel, parents, and students to extend responsible and creative use of technology.

### Qualifications:

#### Education/Certification:

Bachelor's degree in related field

Master's degree, preferred

#### Special Knowledge/Skills:

Knowledge of computer network, hardware, and software for business and educational applications

Knowledge of computer applications, development, and implementation

Knowledge of technology systems, including voice, video and data applications

Ability to manage budget and personnel

Ability to interpret policy, procedures, and data

Evidence of strong organizational, communication, and interpersonal skills

#### Experience:

Five (5) years experience in supervision and management of an information systems department for a large organization, preferred

### Major Responsibilities and Duties:

#### Leadership and Professional Development

1. Develop and implement a strategic vision for the use of technology in the district in both the academic and infrastructural systems.
2. Oversees the district's technology department, guides, supports, mentors, monitors and evaluates technology team members to ensure that each of them services as a strong leader and creates an environment of shares knowledge and purpose among the technology team.
3. Oversee staff development opportunities to meet the diverse learning needs of staff as it relates to integrating technology into academic programming.
4. Provide current, cutting-edge information to support decision-making on academic and administrative technology matters.
5. Serve as the primary leader for the district's computer initiative, developing rollout strategies, planning and conducting teacher training, and communicating with a presenting to students and parents as the program is launched.

6. In collaboration with members of curriculum and instruction department, oversee professional development of staff on the integration of technology into curriculum. Will also at times provide direct professional development.

### **Technology and Information Management**

7. Assist schools and administrative divisions in the implementation of the technology master plan to address technology needs, including evaluation of hardware and software and management of information relating to attendance, grade reporting, scheduling, demographic data, and budgetary information.
8. Develop and implement district standards and specifications for hardware and software use.
9. Oversee the implementation and maintenance of the district-wide computer-networking plan.
10. Supervise assigned technology staff (e.g. hiring recommendations, interviewing, training,, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
11. Provide technology standards to be implemented for all new construction. Participate in the phases of construction to insure implantation of district standards.
12. Oversee the installation, maintenance, and repair of all computer hardware and software throughout the district.
13. Implement and support all instructional technology initiatives (e.g. technology standards for students, curriculum support, teacher and student proficiencies, 1:1 initiative, Career and Technology Programs).
14. Support district-wide technology programs for all departments (e.g. Skyward, instructional technology applications, access control, and video surveillance).
15. Serve as the district cybersecurity coordinator as liaison between the district and the Texas Education Agency, fulfilling all legal requirements.
16. Research E-Rate funding opportunities and grants for the purpose of providing additional funding to enhance technology within the district.
17. Attends various events (e.g. meetings, conferences, training sessions, district information sessions, board meetings, administrator events) for the purpose of communicating and/or gathering information required to perform the functions of the job.

### **Policy, Reports, and Laws**

18. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of information management and technology.
19. Assist in the development of policies and procedures pertaining to the use of technology resources in an instructional setting (e.g. Acceptable Use Policy, content filters, Children's Internet Protection Act (CIPA) Compliance, e-mail, etc.).
20. Ensure that all required reports are compiled, maintained, or filed.

### **Budget and Inventory**

21. Administer the information services and technology budget and ensure that programs are cost-effective and funds are managed according to district goals.
22. Compile budget and cost estimates based upon documented program needs.
23. Secure additional funding through grants and federal programs.
24. Participate in contract negotiations for computer hardware, software, maintenance, and related services.
25. Implement a replacement cycle for obsolete equipment.

### **Personnel Management**

26. Prepare, review, and revise job descriptions in the technology department.
27. Evaluate job performance of employees to ensure effectiveness.

**Security**

28. Provide technology support of the district-wide security plan that encompasses student safety, building security, crisis management and disaster recovery.
29. Serve as a liaison between campus administrators and cabinet to implement cybersecurity plan.

**Other**

30. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
31. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
32. Maintain confidentiality.
33. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Supervise and evaluate the performance of department staff.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequently work prolonged or irregular hours; frequent districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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The document describe the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Print Name

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Signature

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Date