

Job Description  
SAU 29

Location: SAU 29

Position Title: Director of Technology

Reports To: Superintendent of Schools

Supervises: Information Technology Department

**Summary Definition:**

The Director of Technology provides leadership and coordinates the use of technology for all educational and support services. This role is responsible for the district's network infrastructure, technology hardware, internet access, and software functionality, ensuring a high level of reliability. The director is also responsible for long-term planning to reflect the expanding utilization of technology.

**Education and Experience:**

Bachelor's degree or equivalent in Computer Science, Information Technology or a related field **AND** at least 3 years of experience that is directly related to the duties and responsibilities specified in a large, complex technology operation **AND** at least 3 years supervising technology staff.

**Performance Responsibilities:**

- **Strategic and Visionary Leadership:** Develop, implement, maintain, and evaluate the district's technology plan. Develop, recommend and implement technology procedures, policies, and strategies and establish district technology standards.
- **Network & Infrastructure:** Oversee all technical services and networks, including LAN and WAN management, internet access, and hardware units like laptops and projectors. Maintain software and hardware inventory.
- **Supervision & Training:** Lead, supervise, and train the technical support staff. Develop and implement a comprehensive staff technology training program.
- **Budget & Procurement:** Define technical specifications, recommend capital expenditures, and prepare and manage the annual technology budget. Negotiate with vendors and apply for technology-related grants.
- **Security & Data Management:** Establish systems and routines to safeguard technology security and back up data on-site and off-site. Ensure compliance with student data

privacy laws.

- **System Maintenance:** Supervise preventative maintenance and repairs for computers and other technology. Oversee installations and troubleshooting for network and system problems.
- **Collaboration:** Serve as a liaison to other agencies, the community, and businesses on technology matters. Work with administrators and staff to promote the effective use and integration of technology into the curriculum.
- Performs other duties as assigned by the Superintendent.

**Knowledge, Skills, and Abilities:**

- **Strong leadership, interpersonal, and communication skills:** The ability to lead teams, manage projects, and communicate effectively with diverse groups, both orally and in writing.
- **Ability to organize resources and establish priorities:** The skill to manage and allocate resources efficiently to meet organizational goals.
- **Ability to provide strategic guidance and counsel:** The capacity to advise on the development and assessment of new and existing systems.
- **Ability to build lean, skilled teams and manage employee performance:** The expertise to form productive teams and oversee employee development.
- **Extensive knowledge of network security, infrastructure, and integrated information systems:** Deep understanding of network architecture, security protocols, and how various systems connect and function.
- **Knowledge of current and developing technology trends:** Awareness of the latest developments in network systems, multimedia, PC technology, and instructional media.
- **Ability to troubleshoot and solve problems:** The skill to diagnose and resolve issues related to network and system design.
- **Ability to develop and evaluate proposals for new technology:** The expertise to create requests for proposals and assess new information services technology.
- **Ability to implement technology to improve processes:** The skill to identify and deploy appropriate applications to automate tasks and enhance efficiency.

**Term of Employment:** 260 days

**Evaluation:**

Performance of this job will be evaluated annually in accordance with the provisions of the SAU 29 Board Policy.

**Physical Requirements:**

The role involves sedentary work but may require occasional walking, standing, bending, and kneeling. The ability to lift objects up to 50 pounds may be required