

JOB DESCRIPTION

DIRECTOR OF TECHNOLOGY

General Summary:

The Director of Technology reports to the Associate Superintendent. He/She coordinates with the Supervisor of Technology, Executive Directors, Building Principals, IMC Coordinators, and Computer Staff. The goal of the Director Technology is to provide leadership to ensure that technology, library, and media support instruction and that management is meeting the school district's mission, goals and learner exit outcomes.

Basic Functions of the Position:

1. Develops and implements a short and long-range plan for the application of instructional technology and media.
2. Facilitates staff development for instructional technology and media application.
3. Provides leadership to ensure that technology and media are integrated into the instructional program.
4. Manages the technology and media resources of the district to ensure maximum learner utilization.
5. Directs communications about technology and media to create and maintain awareness of and feedback about resources and services.
6. Supervises the technology instructional facilitators and elementary librarian.

Principle Duties and Responsibilities:

1. Supervises technology and media coordinators in curriculum development and instructional improvement.
2. Chairs the District Technology Steering Committee.
3. Oversees the selection process for hardware and software purchases.
4. Oversees a district-wide technology and media hardware and software inventory.
5. Oversees the technology, district library media, and cable television budgets.
6. Approves all technology, library, and media requisitions.
7. Assists in technology acquisition and installation in renovated and new facilities.
8. Coordinates on-going technology acquisitions and installation.
9. Plans and conducts regularly scheduled technology and media staff development activities.
10. Conducts an annual review and update of the district technology and media plan.
11. Participates in the planning, remodeling, or construction of any building to ensure provision for appropriate technology.
12. Recommends and monitors Board of Education policies regarding library media, technology and cable television.

13. Oversees the plan for maintenance, repair and replacement of technology and media hardware, software, print and non-print equipment.
14. Plans and directs the acquisition and processing of new materials, and disposes of outdated material for print, non-print and technology hardware and software.'
15. Supervises technology and media coordinators in curriculum development and instructional improvement.
16. Administers federal and state budgets and grants related to media and instructional technology.
17. Assists in the hiring and orientation of all technology and media personnel.
18. Establishes and implements a plan to centralize inventory of hardware, software, and equipment.
19. Ensures that appropriate library circulation and automation procedures are being utilized throughout the district.
20. Other duties as required.

Knowledge, Skills and Abilities Required:

1. Eligible for Michigan teaching certification.
2. Master's degree or demonstrated expertise in the area of Educational Technology.
3. Minimum of three (3) years successful experience in Instructional Technology.
4. Demonstrated ability to lead small and large groups.
5. Demonstrated ability to use various types of technology to access and communicate information in the teaching and learning process.
6. Demonstrated ability to manage fiscal, human, and physical resources.