



JOB DESCRIPTION

Job Title	Director of Technology
Department	Teaching & Learning
Reports To	Executive Director of Teaching and Learning
Classification	Administration
Location	Administration Building
Salary	On Schedule
Length of Contract	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Under the supervision of the Executive Director of Teaching and Learning, the Director of Technology provides dynamic, responsive, collaborative and forward-thinking vision, leadership and management of technology systems and services to support the mission and goals of the District. This includes the planning, development, implementation, management and maintenance of all applications, infrastructure, security, networks, technology training, as well as comprehensive support for the teaching and learning activities of the staff and students. Evaluates assigned personnel and performs related work as required.

Essential Job Functions

- Align department goals and work with the District vision and strategic plan.
- Provide technological services to the schools, school staff and families.
- Administers all information systems including computer, multi-media, and telecommunications.
- Advises staff and school board on technology policy.
- Facilitates the development and implementation of the District technology strategic plan.
- Leads and implements the District's E-Rate program.
- Negotiates with vendors regarding contracts, pricing and implementation.
- Monitors and evaluates the effectiveness of systems.
- Stays current on technology developments.
- Develops and maintains communications and partnerships with district staff and external organizations and individuals.
- Reviews security measures with network operations and data processing staff.
- Develops and administers the Technology budget.
- Leads the selection of District technology information systems.
- Supervises and evaluates technology department staff.

Ancillary Job Functions

- Attends Board of Education meetings.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Statistics, Technology, Educational Administration, or related field.
- Valid Wisconsin teaching or other educational certification.
- Experience working in computer science or information systems.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Graduate work or related experience in Technology or related field
- Successful experience and leadership in administering information data processing systems, local area networks, wide area networks, multi-media, and telecommunications.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of statistics.
- Strong and research skills.
- Understanding of data analysis.
- Knowledge of school systems (components and interdependence).
- Knowledge of assessment systems.
- Facilitation and coordination skills.
- Strong leadership and planning ability.
- Ability to communicate effectively both orally and in writing.
- Strong public speaking skills.
- Ability to develop effective working relationships.
- Strong organizational skills.
- Ability to work without close supervision.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Frequently required to talk and listen.
- Must be able to regularly use repetitive wrist/hand/finger movement to work on computer and/or related office equipment.