

## JOB DESCRIPTION

# INSTRUCTIONAL TECHNOLOGY DIRECTOR

## SCHOOL DISTRICT OF PITTSVILLE

**REPORTS TO:** District Administrator

### **QUALIFICATIONS:**

1. Minimum of an associate's degree with 3 years experience in a related field.
2. Demonstrate professional experience in a technology leadership role.
3. At least three years' experience in K-12 education technology is preferred.
4. Demonstrated written and verbal communication skills, as well as speaking and presentation skills.
5. Certified Educational Technology Leader certification preferred, or willing to work toward certification.
6. Ability to interact effectively with staff including planning, modeling, coaching, and presentation skills.
7. Ability to troubleshoot, problem solve, and resolve a variety of technology issues from simple repair of Chromebooks and desktop computers to working with contracted network engineers and technicians to repair, update, or install networking equipment.
8. Knowledge of complex multi-user networks, including experience with Windows Server and Linux, plus knowledge of Microfocus Open Enterprise Server, SUSE, and VMware preferred.
9. Experience managing and maintaining network infrastructure including network switches, cabling, wireless networks, ethernet protocols, servers, software, etc. Note that advanced network engineering skills or experience are not required. The district contracts with a network engineering and support company for such services.
10. Strong understanding and experience with Google's Admin Console, ChromeOS, Chromebooks, plus Windows Desktop OS.
11. Willingness to learn all other aspects of technology used in the district.

**GOALS:** The Instructional Technology Director provides leadership in developing, implementing, evaluating, and communicating the district's instructional technology program. He/She will contribute to the infusion of educational technology into classrooms, media centers, and the district by providing highly motivated professional leadership in all areas of technology planning and technology resource management. The director will facilitate the effective use of technology districtwide.

### **DUTIES AND RESPONSIBILITIES:**

1. Provide technical leadership with networking, infrastructure, and purchasing.
2. Oversee the student database system and website.
3. Assist in the development of short-range and long-range plans for technology.
4. Assist with technology staff development.
5. Working with the district's professional development team, assisting in coordinating the integration of technology into classrooms to support student achievement.
6. Collaborate in the evaluation, selection, and implementation of instructional technology materials and software.
7. Stay current with and support regional and statewide initiatives, and attend relevant instructional technology meetings.
8. Stay abreast of instructional technology trends and attend relevant instructional technology workshops and conferences.

9. Serve as a member of the District's Leadership Team, and make written and/or oral reports to the School Board on technology related issues as necessary.
10. Provide leadership in developing and implementing technology plans and policy recommendations.
11. Coordinate and supervise the selection, purchase, inventory, and repair of technology equipment.
12. Plan, budget, manage, and maintain Chromebooks, laptop and desktop computers, software, wireless network, servers, and all related network infrastructure and other district technology.
13. Ensures the District is in compliance with state and federal regulations regarding data storage, retrieval, and archival.
14. Upgrade and maintain the District's student information and financial systems.
15. Ensure the district budget adequately supports information technology needs.
16. Apply, coordinate, and manage the district's E-Rate program to secure funds and discounts on technology purchases.
17. Maintain and manage the District's website.
18. Perform other duties as may be assigned by the District Administrator.

**PHYSICAL REQUIREMENTS:**

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.
2. Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
3. Ability to operate a computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
4. Ability to routinely lift/carry a wide variety of technology equipment of at least 40 lbs., within OSHA/DSPS approved safety limits, including lifting horizontally and vertically, bending and stooping.

**EVALUATION:** Performance will be evaluated by the District Administrator.

*Approved by the Board of Education May 8, 2023.*