

Douglas Public Schools

Job Description

The **Technology Director** creates and maintains the district wide technology infrastructure that is ever-current in its capacity and effectively supports student and staff learning, district operations, and collaboration within the school community.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This position is classified as *Exempt (Professional)*.

REPORTING STRUCTURE:

The Technology Director reports to the Superintendent of Schools. The Technology Director supervises and evaluates the technology staff.

QUALIFICATIONS:

1. Bachelor's degree (preferably in technology, computer science, education, or related field. Massachusetts Department of Elementary & Secondary Education Administrative licensure required;
2. Three to five years managing technological infrastructure and systems in a large organization (preferably education);
3. Master's degree, from an accredited college or university, in a related field, strongly preferred but not required;
4. Supervisory experience with strong leadership, organizational, problem solving, decision-making, interpersonal and communication skills.
5. Demonstrated expertise in the use of technology for learning, preferably in a school setting;
6. Excellent organizational and administrative skills. Superior communication, planning, problem-solving, and decision-making skills;
7. Minimum of five years' experience with technology support, systems administration, as well as budget planning, development, and management, preferably in a school setting;
8. Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with state licensure requirements.

DUTIES:

1. Oversees the operations of the district's technology program, providing leadership in key areas needing growth or updating;
2. Leads the development, updating and implementation of the long-range plan for technology use in the schools that supports the district's mission, core curriculum, beliefs about learning, and student learning goals.
3. Coordinates curriculum development in technology and 21st century learning and skills including coordinating and providing professional development for administrators, teachers, and staff related to technology integration, and improving teaching and learning;
4. Actively participates with the Curriculum Director, Administrative Team, and Safety Committee;
5. Creates and maintains adequate backup solutions district wide and monitors risk management pertaining to cyber security;
6. Prepares and submits all required local, state and federal reports (for example: EPIM's, SIMS, SCS, EEO, etc.);
7. Ensure district compliance with state and federal technology mandates and initiatives as well as any applicable state and federal laws (such as CIPA, NCLB, document retention);
8. Serves a technology liaison with the Massachusetts Department of Elementary and Secondary Education;
9. Manages and supports student information system, school lunch POS system, and other district wide or school information systems;
10. Leads and implements 1:1 school-based and district technology initiatives;
11. Coordinates and provides support for school phone/voice mail systems, camera systems, and door security systems;
12. Remains current on available technologies and solutions;
13. Manages E-Rate within the required compliance regulations including all required filings;
14. Maintains an inventory of software purchases and licenses to ensure compliance to copyright laws and guidelines;
15. Develops and monitors the district wide technology budget;
16. Collaborates with town information technology director for town-wide IT projects;
17. Provides staff development opportunities, supervision, and evaluation;
18. Pursues/secures grants to provide additional technological resources. Works with the Business & Operations Manager and Superintendent in order to maximize our technology budget and promote innovative instructional practices.
19. Other duties, as assigned.

Douglas Public Schools Job Description

PHYSICAL WORKING CONDITIONS:

Work is primarily performed in an office setting, but may involve student interaction, performed primarily in a classroom setting. Occasional periods of bending, stooping, and lifting up to 20 pounds may be required. The work requires frequent in-district travel among the district's schools and town offices.