

Hyde County Schools

Director of Technology

NATURE OF WORK

Under limited supervision, performs professional, supervisory, and management duties and is responsible for the overall leadership and supervision of the technology program. Areas of supervision include the instructional technology program, the Information and Technology Essential Standards, all computer applications and hardware, the central computer facility, networking and technical support, communication installations, the wide and local area network, distance learning, and computer repair. The Director of Technology is responsible for the development, implementation, operation, monitoring, and evaluation of the technology program for the school system. This individual provides leadership in identifying hardware and software purchases, ensuring consistency within the school system instructional technology plan and state technology guidelines. The employee coordinates, and may deliver, staff development on technology competencies needed for teaching the North Carolina Information and Technology Essential Standards. The employee works collaboratively with the other members of the school system central office staff and school building staff to use technology and include technology applications as an integral part of the total instructional program.

DUTIES AND RESPONSIBILITIES

- Provides leadership for short and long-range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others.
- Assists instructional technology facilitator with implementing the system and the building-level technology plans in accordance with the North Carolina Instructional Technology Plan, the North Carolina Technological Recommendations and Standards, and other state recommendations and guidelines.
- Serves as the system contact for communication and coordination with the NC Department of Public Instruction (DPI) in the area of technology; assures that the district program is consistent with state mandated criteria and structure and that all requirements are met.
- Supervises and works with technology staff to plan, develop and implement staff development activities to meet established instructional technology integration needed to support the Information and Technology Essential Standards, and the technology competencies necessary for educators.

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- Supervises and works with instructional technology staff to determine and implement appropriate uses of technology for instruction in the various subject areas and to provide courseware and materials for the Information and Technology Essential Standards.
- Works with other Directors to integrate technology in the ongoing instructional program for all curriculum areas by identifying strategies and materials, and by implementing activities for integration.
- Supervises and works with technical staff to plan, design, and manage all infrastructure, networking, and technology installations and services, standard district software, and the technical support of these systems.
- Supervises and works with technical staff to ensure that all technology equipment is serviced and repaired in a timely manner.
- Works with staff and contractors to install necessary infrastructure to support access to all networks.
- Is knowledgeable of the hardware configurations and computer-related items on state contract and of the other technology-related state contract products.
- Uses the state and local technology plans to establish standards for the purchase of equipment, software, related media, and supplies for instructional technology integration and management activities according to the local purchasing guidelines.
- Supervises the system-wide inventory of technology assets.
- Analyzes proposals for technology related services in order to make purchasing recommendations.
- Assists technology users in resolving problems associated with ordering, service, and support.
- Plans and coordinates the implementation of special activities to promote technology.
- Serves as a clearinghouse of information on trends, research, applications, and effective practices related to the use of technology in the school program and school system.
- Receives technology requests, works with schools, district level administrators, and technology staff to integrate technology initiatives, determine scope of projects and appropriateness, and determine staffing, system, training and budgeting requirements.
- Conducts ongoing evaluations to determine the effectiveness of the technology.
- Serves as a system contact for all technology-related communication.
- Responds to calls and correspondence regarding programs and services offered.

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- Supervises WAN/LAN engineers, technology technicians, instructional technology facilitators, and other technology staff as well as the print shop coordinator and courier with direct responsibility for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Works in conjunction with the North Carolina Department of Public Instruction and various other agencies to meet the needs of students; ensure compliance of programs with federal, state, and local regulations.
- Maintains records, reports, and inventories in accordance with local, state, and federal policies
- Prepares and administers budgets for technology program; evaluates expenditures to ensure proper allocation of funds and adherence to organizational accounting requirements, and coordinates with other departments or agencies to ensure maximum services and resources.
- Prepares, submits and ensures that expenditures meet proper guidelines for technology-related grants and reimbursement programs.
- Completes random moment in time studies as required by MAC program guidelines.

- Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Teaching experience preferred. Must have considerable knowledge of computers and related technologies.

ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally; and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects.

Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics of data, people, or things.

Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc. using prescribed formats.

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Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal, and counseling terminology.

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the appropriate uses of technology for instruction and the requirements of the North Carolina Information and Technology Essential Standards.
- General knowledge of resources that support the North Carolina Information and Technology Essential Standards and instructional integration of technology.
- General knowledge of the North Carolina Essential Standards.
- Ability to train educators in the use of hardware and software to meet the technology competencies necessary for educators.
- Considerable knowledge of computer hardware and common software applications.
- Considerable knowledge of the capabilities, limitations and service requirements of computers, servers, and auxiliary equipment.
- Considerable knowledge of networking hardware, infrastructure requirements, and components of local and wide area networks, as well as software applications, capabilities and limitations, service requirements and associated costs.
- Considerable knowledge of communication installations, capabilities and limitations, service requirements and associated costs.
- Considerable knowledge of cabling infrastructure and electronic components required for networking.
- Considerable knowledge of the capabilities, limitations and service requirements of computers and auxiliary equipment.

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- Considerable knowledge of the current literature, trends, methods, and development in the area of technology.
- Considerable knowledge of local, state, and federal policies and procedures regarding technology.
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations.
- Ability to plan, develop, implement, and evaluate large programs.
- Ability to develop long term goals and objectives.
- Ability to lead technology planning efforts including activities to develop, implement, and evaluate both system and school technology plans.
- Ability to assist users and trainers with software and hardware direction, guidance, and vision-setting.
- Ability to develop and implement policies, procedures, and standards for services offered.
- Ability to evaluate the effectiveness of programs and make recommendations for improvements.
- Ability to evaluate requests for changes and/or updates to currently installed technology.
- Ability to evaluate software applications and to make recommendations for improvement.
- Ability to schedule and monitor development projects.
- Ability to estimate manpower and time required for technology related projects.
- Considerable knowledge of the principles of supervision, organization, and administration.
- Ability to plan, direct, and coordinate the work of subordinates.
- Ability to establish evaluation strategies and implement formative and summative activities.
- Ability to develop and administer budgets.
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from information.
- Ability to effectively express ideas orally and in writing.
- Considerable knowledge of the organization and communication channels of the school system.
- Ability to communicate effectively with all levels of school system staff.
- Ability to develop clear, effective instructions for subordinates and users.

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- Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: Superintendent

FSLA STATUS: Non Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform

Approved by Board: February 5, 2013