

SPEED JOB DESCRIPTION

Job Title

Director of Technology

Supervisor

Superintendent

Position Guide

Administration

Salary Range

Commensurate with experience

Qualifications

- Minimum Bachelor's Degree with a major in Management Information Systems, Computer Data Processing or Computer Science.
- Knowledge of computer network operating systems.
- Prior experience in technology and school district experience preferred.
- Holds and communicates a clear vision for success.
- Ability to abide by and enforce school district policies, administrative rules, regulations and directives.
- Strong written and communication skills necessary; ability to address the school community and public.
- Strong organizational skills and ability to develop team performance.
- Ability to establish and maintain effective relationships with students, administrators, other district support staff, teachers, and the general public.
- Ability to maintain strict confidentiality.
- Ability to write and receive State and Federal competitive grants as related to technology.
- Ability to maintain the district's website.

Essential Duties

- Plan, procure, and distribute end-user hardware, software, and online systems which support the district's instructional, administrative and operational goals.
- Assure technology/network tasks are appropriately prioritized and scheduled to minimize conflict with the instructional day and the school calendar.
- Recommend the district's technology budget.
- Oversee the student information system and District business functions.
- Serve as project manager for district technology initiatives.
- Implement the district's long-range technology plan for all locations within the district.
- Oversee the implementation and evaluation of the district's technology plan.
- Seeks and receives State and competitive technology grants for the district.
- Provides district-wide technical support of computer systems, networks, and related equipment.
- Develops data collections and reporting methods as required by the administration.
- Reviews hardware and software programs, troubleshoots, and implements solutions.

Job Responsibilities

1. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
2. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
3. Supervises technology staff for all networked educational and administrative systems.
4. Maintains an inventory of technology hardware and software.
5. Documents and maintains a procedural manual of administrative procedures applied to software
6. Support instructional needs and enhance technology integration in the classroom; assist in the evaluation and selection of instructional software.
7. Oversee professional development through the coordination of staff activities to promote effective use of available technology resources
8. Adhere to best practice in the development of policy, procedures and applications of technology in the district.
9. Assists professional staff in integrating the use of computers and related technologies into the curriculum.
10. Other duties may be assigned.

Skills/Competencies

- Ability to keep accurate records and reports.
- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.

- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here 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 the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to lift up to 50 pounds

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 242 Days

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date