



New Fairfield Public Schools
Job Description
Director of Technology and Communications

Overview

The Director of Technology and Communications (DoTC) is an instructional leader responsible for overseeing all aspects of information technology and its use to support the educational vision, goals, and objectives of the school district. The DoTC leads the implementation of the International Society for Technology in Education (ISTE) Standards for Students, Teachers, and Leaders, and the establishment of the Essential Conditions required for their success. The position oversees all aspects of the technology planning and operations for both the Board of Education and the Town of New Fairfield. The position of Director of Technology and Communications reports directly to the Assistant Superintendent.

Qualifications

- At least 5 years successful experience as an instructional leader
- Connecticut teaching certification and administrative certification (092)
- Highly motivated, well-organized, excellent interpersonal skills
- Extensive experience collaborating with teachers and administrators, including supervisory responsibilities
- Track record in engaging with community stakeholders: Board of Education members, Board of Selectmen members, parents, teachers, students, etc.
- Clear vision of leadership research and deep instructional expertise
- Clear experience with ISTE Essential Conditions and Standards for Students, Teachers, and Leaders
- Evidence of grant writing and application/knowledge of education budgets
- Experience and evidence of fostering and maintaining strong internal and external relationships centered on a common goal
- Experience successfully managing multiple work streams and collaborative projects

Key Responsibilities

The following responsibilities are categorized in four major areas. However, the Director of Technology and Communications can also be directed by the Superintendent to perform additional duties as deemed necessary.

Visions and Mission

- Management of District Technology
 - Plan, implement, and maintain all aspects of district technology, including infrastructure, devices, and instructional software
 - Project long-term program needs and make recommendations for improvement
 - Maintain the New Fairfield Technology Plan

- Ensure effective integration of technology into all curricular areas PK-12
- Management of Town Technology
 - Plan, implement, and maintain all aspects of town technology, including infrastructure, devices, and operational software
 - Project long-term program needs and make recommendations for improvement

Teaching and Learning

- Professional Development
 - Plan and implement professional development for faculty and staff in the area of technology
- Curriculum Development
 - Provide support to the Assistant Superintendent in developing technology integration and digital learning within the curriculum that leverages the ISTE Standards
 - Oversee the Library Media/Technology program curriculum and development
- Supervision of Personnel
 - Assist with evaluation of certified staff as requested by school administration.
 - Supervision and evaluation of school technicians

Organizational Systems

- Supervision of Personnel
 - Collaborate with administration to recruit, select, supervise, and evaluate district and town technology support staff including Network Administrator, IT Technicians, and Data Management Specialists
- Administration of District Student Information System
 - Manage the day-to-day operation of the SIS
 - Complete state and federal reports, including CT ED166, PSIS, TCS, and CRDC
 - Compile reports on data requested by school administration

Families and Stakeholders

- Communication
 - Maintain a communication plan for the district
 - Facilitate communication with the community through newsletters, press releases and video programming

Terms of Employment

- Twelve months – Salary based on NFAA contract

The duties and responsibilities included in this description are not intended to be all-inclusive, and employee will be expected to perform other reasonable job-related duties as assigned by management.

The Town of New Fairfield reserves the right to revise or change the job duties and responsibilities included herein at any time upon written notice to employee. This description does not constitute a written or implied contract of employment.

January 2019