

Revised Job Description: Technology Director

Recommended Action:

I recommend the board move to approve the revised job description for the district's Technology Director to include the additional duty of sponsoring the high school eSports team (highlighted).

Job Title: Technology Director

Reports to: Superintendent

FLSA Status: ☐ Exempt ☒ Non-Exempt

Status: ☒ Full Time ☐ Part Time
☒ Hourly ☐ Salary

DATE REVISED: April 15, 2021

EXECUTIVE SUMMARY:

The Technology Director supports the instructional program of the school district and the design and implementation of administrative and instructional technology, as well as to the district's communications and marketing efforts, both internal and external.

ESSENTIAL FUNCTIONS:

Under general supervision of the Superintendent, the Technology Director performs the following responsibilities within the overarching framework of the state-mandated standard.

1. Develops and implements short and long-range plans for the purchase and utilization of technology in an educational setting on the basis of identified needs.
2. Develops and implements short and long-range plans relating to district communication and marketing efforts.
3. Designs and implements needs assessment tools for measuring the utilization and effectiveness of district technology and communications programs.
4. Keeps the administration advised as to the current computer uses and possible future needs for computers in our district.
5. Advises the administration on all computer related purchases as to the compatibility and duplication of such purchases.
6. Coordinates technology aspects of district construction/facilities projects.
7. Chairs the Instructional Technology Advisory Committee.
8. Coordinates the development and maintenance of public messages and tools needed for sustained positive public relations, including the district website, newsletters, brochures, news releases, campaign material, and special event notifications.
9. Coordinates license agreements for software purchases.
10. Responsible for editorial direction, design, production, and distribution of all district publications.
11. Coordinate community and media interest in the district and ensure regular contact with target media and appropriate response to media requests.
12. Maintains current knowledge of developments in the areas of administrative and instructional technology and school public relations.

13. Assists in the training of certified and classified staff on the various operations of technology and communications.
14. Maintains active involvement with the educational technology community and policy development at the regional and state levels.
15. Determines which installations or repairs should be done as self-service and which should be done by an outside agency.
16. Performs the self-servicing for the district.
17. Maintains a district wide inventory of all hardware and software.
18. Maintains the computer network for the district.
19. Actively participates in the school public relations and marketing community.
20. Evaluates assigned staff in accordance with board policies and administrative guidelines; conducts appropriate follow-up with notations to personnel files.
21. Participates in decisions to hire, promote, demote, transfer, suspend, or discharge per board policies and administrative guidelines; makes specific recommendations regarding positions and/or personnel for which directly responsible.
22. Assists in the development and management of the budget related to areas of responsibility.
23. Attends board meetings as requested and assists with presentation of information and/or recommendations.
24. Works cooperatively with building principals in the development and implementation of curriculum and technology.
25. Maintains editorial and graphics standards for school public information.
26. Demonstrates cultural competence and behaviors consistent with the core values, vision, and mission of the district.
27. Provides information to the Superintendent on all matters of relevance.
28. Develops, documents, and maintains district-level strategic plans and policies at the direction of the Superintendent.
29. Serves as a contributing member of the Administrative Team and other committees as assigned.
30. *Sponsors the high school eSports team.*
31. Maintains professional growth through professional organizations, seminars, training, and/or related professional literature.
32. Performs other related duties as assigned

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

Education and Licensure:

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Knowledge and Skills:

- Expertise with administrative and instructional technology, including knowledge of network design and security, hardware/software evaluation and management, server administration, and productivity technology.
- Training computer technology, knowledgeable of networking systems.
- Competent in research and information-gathering through technology.
- Demonstrates strong organizational skills.
- Knowledge of effective communications practices and marketing strategies.
- Knowledge of technology-related Department of Education policies.

PHYSICAL REQUIREMENTS:

Physical Activity	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Mobility			X
Talk			X
Hear			X
Operate Computer			X
Stationary Position		X	
Lift Up to 50 pounds		X	
Balance	X		
Operate Motor Vehicle	X		

WORKING CONDITIONS:

Working Conditions	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
School Hours			X
Indoors			X
Evenings	X		
Weekends	X		

TERMS OF EMPLOYMENT:

- 12 months a year.
- Wage and benefits are to be determined by the board.

EVALUATION:

The Technology Director will be evaluated by the Superintendent at least annually in accordance with law, board policy, and the preceding job description.

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of the Belmond-Klemme Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Superintendent's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____