Narragansett School System

TITLE: Director of Technology

REPORTS TO: Superintendent of Schools

SUPERVISES: Assistant Technology Coordinators, Technician and Data
                        Manager

JOB DESCRIPTION:

 The Director is a creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the district. Both a big picture thinker and a hands-on implementer, the Director engages with administrators, educators and support personnel, parents and students to extend responsible and creative use of technology.

The Director implements and oversees the management of the network and the integration of information technologies into the curriculum and serves as the chief advisor in all matters related to technology. As the chief information officer in the district, the Director provides appropriate information or access to information related to student data and district operations to administrators, faculty, staff and the general public.

The Director consults on and is involved with staff development opportunities to meet the diverse learning needs of staff as it relates to integrating technology into academic programming.

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Degree or certification in information technology such as an M.C.S.E. CNE, CCNA or equivalent
- Five years experience in administration and education
- Experience dealing with management level employees, as well as faculty and staff
- Experience and/or general knowledge in technology which includes but is not limited to computer hardware, computer software, network topologies, computer operating systems such as Windows 7, Windows 10 as well as the latest Mac OS, network operating systems such as Windows server 2012, virtual computing, peripheral devices, and devices used in packet transport
- Experience working in educational systems as a teacher or administrator
- Proven record of accomplishment in technology planning and technology personnel management, ideally in a K-12 academic setting
- Experience as an effective project manager
- Strong verbal and written communication skills
- Skill in supervising and mentoring technical employees to high performance
- Broad knowledge of industry standards and best practices in the use of technology in schools, including NAIS Principles of Good Practice on Technology and International Society for Technology in Education National Technology Standards (ISTE NETS)

- Ability to administer a Google apps for Education domain
- Ability to manage a VMware virtual environment

DUTIES AND RESPONSIBILITIES:

1. Implement and maintain the District Technology Plan.

2. Serve as the leader of the district's 1 to 1 computing initiative, developing rollout strategies, planning and conducting teacher training, and communicating with and presenting to students and parents.

3. Maintain knowledge of and communicate current research findings and forecasts related to the effective use of technology in the school's educational program.

4. Monitor and maintain software-licensing compliance.

5. Supervise equipment inventory and warrantees.

6. Supervise and evaluate other district technology employees in their duties.

7. Regulate the improvements in the network with regard to configuration, topology, cabling, network operating systems, operation systems, and software compatibility.

8. Work with the Director of Operations on all camera and security projects as it pertains to purchasing, wiring and the network.

9. Monitor technology improvements for compliance to state and federal regulations.

10. Oversee the implementation and management of firewalls, fault-tolerance, backups, UPS, traffic and security

11. Develop and maintain a technology budget for the district.

12. Approve all technology purchases made in the district.

13. Review and coordinate acquisition procedures and plans as they relate to technology.

14. Work with schools to develop grants and funding sources.

15. Work with the District Administrators to develop courses and workshops for teachers and staff.
16. Work with teachers to integrate new technologies into the classroom by providing opportunities for training.

17. Develop a software selection and review process.

18. Work with the Director of Curriculum to integrate technology in the subject areas.

19. Oversee the installation, update and configuration of student information system (PowerSchool) software as well as developing policies and procedures for staff use and Providing training opportunities whenever needed.

20. Work with the Data Manager to provide district personnel with demographic reports related to students.

21. Create reports, queries, and browses for individual schools and for the district.

22. Maintain the security of the database by providing user accounts and levels of access based on user roles and levels of responsibility.

23. Provide Media Specialists with automated circulation software, support, and training for basic technology issues that may arise.

24. Setup and maintain the district Google Apps for Education Domain.

25. Provide Administrator, Faculty and Staff with e-mail addresses.

26. Provide training for Internet Access for home and school

27. Publish and maintain Homepage for District Web Site.

28. Work with district schools in development of school homepages.

29. Provide vehicle for communication for Narragansett residents over Internet.

30. Implement new phone systems as they relate to technology.

31. Work with the Data Manager as the district liaison for state reporting purposes

TERMS OF EMPLOYMENT:

Twelve (12) month work year which shall include a work week of forty (40) hours with the understanding that responsibilities require the assumption of duties and responsibilities beyond normal working hours. Annual salary and benefits shall be determined by the School Committee upon the recommendation of the Superintendent. The position of Director of Technology is classified as "exempt" according to the Fair Labor Standards Act.