TITLE: TECHNOLOGY DIRECTOR

QUALIFICATIONS
1. Valid Idaho Teaching Certificate with appropriate endorsement for this position.
2. Formal training or relevant experience in providing computing support in an educational environment
3. Previous teaching experience preferred
4. General knowledge of operating systems, software, and hardware used by the district preferred
5. Working knowledge of TCP/IP protocol in networking environments, related experience preferred
6. Able to read and comprehend technical instructions and information
7. Able to write simple correspondence as well as technical correspondence
8. Able to write grants
9. Knowledge of current information technology practices and applications to meet customer support requirements
10. Able to perform maintenance and repairs, and to troubleshoot hardware and software
11. Able to facilitate the effective utilization of technology equipment, applications, on-line services, and technology resources
12. Able to deal effectively with people who have varying degrees of knowledge about computers
13. Ability to effectively communicate verbally in one-on-one, small groups, and large group situations
14. Able to lift and carry up to forty-five pounds
15. Strong background in problem solving skills
16. Excellent organizational and problem-solving skills
17. Able to work under pressure and deadlines
18. Maintain confidentiality of staff and students
19. Able to perform duties in accordance with general educational ethical requirements.

PRIMARY RESPONSIBILITY TO
Superintendent

JOB SUMMARY
Responsible for computer system operations, systems development and maintenance, network operation, user support including hardware and software selection, information architecture, information technology infrastructure and systems integration. Development of strategies for academic computing, instructional technology, technological support for research, student and financial management information systems and communication technologies.

MAJOR DUTIES AND RESPONSIBILITIES

Assisting Staff with Technology
1. Provide technology resources to teachers, students, and a variety of non-instructional processes such as personnel records, accounting, student records, purchasing, and inventory management

2. Identify and provide for technology-related teacher training, including basic computer skills, use of network, and educational uses of technology
3. Answer technology-related inquiries in person, over the phone, or e-mail
4. Give clear instructions, and explain technology problems in non-technical terms
5. Work with building principals, department heads, and teachers in developing the district's technology program to meet the Idaho Core Standards and achieve district educational goals and objectives
6. Lead the Five-Year Technology Plan development, implementation, and evaluation

Equipment and Networks
1. Assist in short and long range planning of resource requirements
2. Develop, direct, and administer the budgets for all programs in area of responsibility
3. Study, evaluate, and, as appropriate, recommend to the superintendent the adoption of new technology instruction materials, methods, programs, and the purchase of computer hardware, software, and other instructional technology tools
4. Install, modify, upgrade, and repair all technological devices, both hardware and software, including contacting appropriate service contractor when applicable as well as repairing and replacing defective mechanical or electrical parts
5. Observe and identify current or potential problems within technological systems
6. Repair hardware and software and recommend solutions to technical problems
7. Keep electronic records on equipment, including inventories and maintenance records, system usage, and repair parts
8. Recommend system modifications and necessary user training to extend the life of existing systems
9. Administer the district's networks, plan for network extension, and implement and maintain an operational network
10. Administer the network user population, adding, maintaining, and restricting user accounts as needed, and monitor network usage
11. Administer access to the internet
12. Reduce risk of exposure to offensive material, and monitor and filter access to the internet to appropriate sites
13. Maintain and users' access to the internet
14. Administer and maintain district e-mail accounts
15. Add or upgrade user information as necessary and monitor account usage

Other
1. Identify, write, and manage technology grants including Federal E-Rate program
2. Represent the district's computer education program to the public through workshops and other presentations
3. Provide leadership in the development of district policies related to the use of instructional technology, computer software, and online services
4. Keep immediate supervisor informed of activities and any issues that may arise
5. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications

6. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION
Performance of this position will be evaluated annually by the superintendent in conformance with district policy and IDAPA 08.02.02.120.

TERMS OF EMPLOYMENT
Renewable employment contract

NOTE
All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.022	Endorsements A-D
	IDAPA 08.02.02.023	Endorsements E-L
	IDAPA 08.02.02.024	Endorsements M-Z
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders