



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Director of Technology

F.L.S.A.: Exempt Professional

REPORTS TO: Assistant Superintendent for Business Services

QUALIFICATIONS:

- A minimum of five years of experience in K-12 education or technology management with experience and certification preferred.
- Strong project management skills.
- Strong written and oral communication skills.
- Strong organization skills.
- Strong analytic and evaluation skills.
- Working knowledge of computer, network and software applications utilized within the school district.
- Ability to collaborate effectively with others.

ESSENTIAL JOB FUNCTIONS:

1. Oversee and coordinate the efforts of the district's technology department including technical support staff and outsourced technical support.
2. Prepare and manage the district technology budget.
3. Chair the District Technology Committee and coordinate the implementation, evaluation & revision of the district's technology plan.
4. Plan, direct, and coordinate internal information technology security, including technology, software, policies, application security, access control, and corporate data safeguards, and work with the district leadership to design and implement security master plan.
5. Coordinate with departments, administrators, teachers and staff members to plan and implement technology improvements into the schools.
6. Serve as the school district liaison with communication and computer vendors.

7. Create and administer technology user policies for students and staff per district policies and practice.
8. Manage the maintenance, inventory acquisition and installation of computer equipment throughout the school district.
9. Manage and coordinate telecommunications for the district.

OTHER JOB FUNCTIONS:

1. Keep current with existing and emerging technologies and upgrade skills through professional development.
2. Remain current on developments in technology and advise the Administrative Team of technology innovations in management and instructional systems.
3. Maintain District technology website.
4. Provide professional development to administrators and teachers in the area of specific technologies.
5. Maintain current knowledge on state and federal requirements in the areas of technology.
6. Serve on committees as directed.