Respectful, Responsible, Safe & Prepared

POSITION DESCRIPTION 6.0
Director of Technology

ORGANIZATIONAL RELATIONSHIP
Reports to the District Administrator. Is a member of the District Administrator's Core Team, and maintains a positive and productive relationship with members of the School Board, Leadership Team, and all District Staff.

POSITION FUNCTION
The Director of Instructional Technology provides leadership, supervision, facilitation, and coordination for all tasks and elements required to effectuate comprehensive integration of appropriate technology in every facet of instruction and operations. The Director of Instructional Technology employs equitable practices, a servant leadership approach, and a growth mindset while working in partnership with district teammates (e.g. administration, technology department, library and instructional staff, etc.). As a key member of the Superintendent's Core Team, the Director of Instructional Technology collaborates with district administrators in providing strategic direction and implementing systemic and ongoing improvements toward the actualization of Board of Education and District goals.

PERFORMANCE RESPONSIBILITIES

Technology Planning
1. Develop and implement a plan for district technology to ensure the appropriate integration of technology, district operations, and instructional programs. Include appropriate stakeholders, including, but not limited to, the Superintendent, Administrators, Technology Integration Specialists, and Library Media Staff. As part of the planning process, provide educational leadership, including visioning, strategic planning, goal-setting, curricular innovation, program evaluation, problem-solving, and utilizing management theory and practice.

2. In planning and leading planning efforts, strive to meet the District's mission statement: *to develop our students' capabilities and confidence to achieve their dreams and make the world a better place.*

3. Facilitate and promote the use of technology to meet identified local, state, and national standards.

Resource Management
4. Conduct ongoing evaluations, solutions, and recommendations of technology and technology programs to ensure maximizing their use.
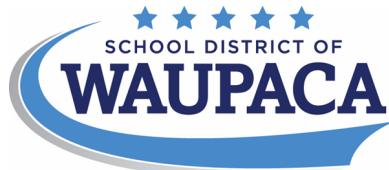
5. Approve all purchases for technology supplies and materials, computer equipment, and software, etc. Maintain accurate records of all technology budgeted expenditures.

6. Maximizes resources through efficient and effective leadership practices.

7. Establish standard procedures for evaluation of technology including hardware, operating software, and applications.

8. Oversight for a reliable technology infrastructure and make appropriate decisions regarding that infrastructure in support of learning and teaching.

9. Working with District personnel to seek additional sources of funding and revenue generation.

10. Determine security and disaster recovery needs.

Leadership

11. Provide measured, innovative, and visionary leadership in all aspects of technology for the School District of Waupaca.

12. Lead Technology Department staff; ensure effective use of personnel, assuring the efficiency of department operations.

13. Lead the K-12 library program ensuring a robust and comprehensive collection of resources and services that support the instructional needs of staff and the learning needs of students.

14. Lead the District registration services and related functions including state reporting and membership/student counts.

15. Coordinate and support the skills development of all employees in the operation of technology. This includes building awareness among employees of available resources and the role of technology in the instructional process as well as the operations process of the District.

16. Create and support cross-functional teams for needs assessments, decision-making, technology support, professional development, and other aspects of the district technology program.

17. Attend all Board of Education meetings and leadership meetings, as well as other meetings directed by the Superintendent.

18. Develop and implement annual budgets in a fiscally responsible manner.
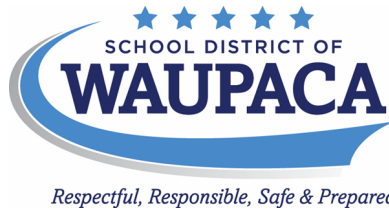
19. Maintain confidentiality.

Communication

20. Demonstrated interpersonal and communication skills needed to work and interact effectively within the District by displaying a comprehensive competence that promotes reliability, balance, responsiveness, and flexibility.

21. Coordinate communications and provide information to the Board, District Staff, and the public as necessary.

22. Maintain open and productive lines of communication with Leadership Team members and their departments and schools.

23. Responsible for all District telecommunication systems.

24. Responsible for the District website and Social Media including, but not limited to Facebook, Instagram, and Twitter,

25. Organization and ability to determine and communicate priorities.

Professional Development

26. Keep abreast of current research, innovations, trends, and standards in technologies.

27. Work with District administration to provide professional development programs to promote the effective use of instructional materials and raise the skills of staff. Evaluate and integrate appropriate, current and emerging trends and developments in best-practice instructional technologies, including information access and delivery systems, networking, and telecommunications.

28. Demonstrated knowledge of the principles and theories of PK-12 curriculum development and instructional practices.

Laws, Policies, Rules, Procedures

29. Awareness of and apply federal, state, local, and District policies, regulations, and laws involving instructional technology, data, and information access & privacy. Enforces all District technology policies, procedures, and standards.

30. Knowledge of legal and ethical issues related to technology, including the impact of technology on society, censorship, equity, access issues, rights to privacy, copyright laws, and fair use guidelines.

31. Perform additional responsibilities/tasks as assigned by the Superintendent.

QUALIFICATIONS
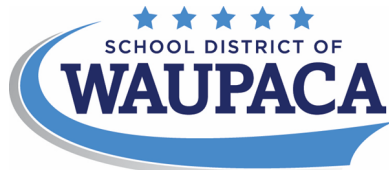
1. **Required Qualifications**

   A minimum of a Master's Degree in a related field (e.g. information technologies, educational leadership with an emphasis and/or particular attributes, knowledge, and skills in information technologies, etc.) *or* Certified Education Technology Leader (CETL) must be obtained within two years of hire; strong technology skills.

2. **Desired Qualifications**

   Wisconsin DPI Administrator License; Successful school/district/agency technology leadership experience; successful experience related to educational administration with special skills in K-12 technology leadership; demonstrated current leadership in administering information data processing systems, communications, and infrastructure technologies that support the operations of a school district; experience in planning, implementing, and evaluating best practice educational technologies used in teaching and learning; demonstrated leadership and coaching skills in working with adults; demonstrated understanding of a progressive library system.

3. **Special Requirements**

   Strong educational and technology leadership and planning ability; ability to communicate effectively both orally and in writing; ability to develop effective interpersonal relationships; strong organizational skills; ability to take initiative; a passion for students and educational equity; Team orientated.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle working with various materials and objects are important aspects of this job.
- The noise level in the work environment is usually moderate. The employee is frequently required to interact with the public and other staff.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT

As determined by the administrative handbook.

CREATED: 02.13.2018
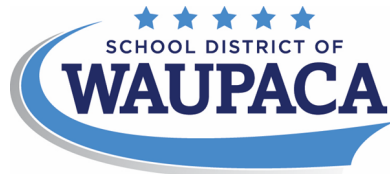
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REVISED: 01.04.2024