

JOB DESCRIPTION – Director of Technology/K-12**Appointment**

1. The annual period of service shall be 260 working days with paid vacations as determined by policies established by the board and/or contract as agreed by the board and director.
2. The director's immediate supervisor is the superintendent of schools.

Duties

1. He/she shall establish annual goals and objectives in the area of technology for the district.
2. He/she shall supervise the utilization of the district computers regarding administrative and instructional services.
3. He/she shall work with a representative at each school building in regard to storage of data, maintenance/updating of equipment and materials, and installation of equipment.
4. He/she shall develop plans and provide support regarding technology use for individual classrooms, as well as integrating district-wide technology use.
5. He/she shall maintain district-wide records of technology, equipment, resource material purchases, and license agreements.
6. He/she shall play an integral role in writing, revising, and updating technology in K-12 curriculum and instruction.
7. He/she shall, in conjunction with the director of instruction and other staff, make recommendations for the purchase of instructional materials.
8. He/she shall suggest and promote district in-service programs and workshops.
9. He/she shall assist in development/maintenance of a system to monitor and report individual/classroom student achievement as per curricular/instructional outcomes.