

# JEFFERSON COUNTY SCHOOL SYSTEM

## JOB DESCRIPTION

### DIRECTOR OF TECHNOLOGY & STUDENT INFORMATION SERVICES

#### Qualifications

1. Valid teacher's license with appropriate endorsement.

#### Essential Duties and Responsibilities

1. Facilitates the successful operation of administrative and instructional software packages;
2. Maintains equity and consistency of technology throughout the district;
3. Coordinates duties and monitors responsibilities of assigned staff members;
4. Participates in the recruitment and selection of new technology employees;
5. Conducts staff meetings as needed;
6. Keeps up to date on state technology initiatives;
7. Supervises technology staff;
8. Develops technology budgets and personnel requirements for better efficiency and productivity;
9. Assumes responsibility for the purchase, maintenance, repair and security of technology equipment;
10. Establishes appropriate policies and procedures for technology purchases, maintenance repair and security;
11. Seeks federal, private and state legislative projects and programs for the possibilities and opportunities they offer for educational grants relevant to the technology needs of the district;
12. Fills out all necessary forms, applications and evaluations for E-rate funding;
13. Works with technology committee in developing short-term and long-term technology plan for the district;
14. Works with principals in developing technology plans for each school;
15. Administers and develops guidelines for community access to technology labs in the schools after regular hours;
16. Provides continuous communication with the public and the schools;
17. Implements in-service for teachers and administrators;
18. Attends regional and state technology meetings;
19. Organizes training programs on the use of software applications, hardware, and curriculum integration for the instructional staff;
20. Provides support and training for bookkeepers and attendance personnel;
21. Attend technology workshops and conferences for professional growth;
22. Establishes acceptable use policies and procedures for employee and student use of the Internet and networks;
23. Coordinates technology applications with instructional goals;
24. Assists and coordinates the integration and follow-up of technology applications in the K-12 curriculum;
25. Oversees the promotion and teaching of adult technology classes for the community;
26. Assists in the installation of networks, hardware and software in schools and offices;

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27. Establishes and maintains current inventory of all hardware, software and peripherals in the district;
28. Maintains communication with vendors on the repair and maintenance of awarded bid items;
29. Oversees all installations of new wiring for new building projects;
30. Maintains contact with state department on the continued integration and upgrades for connectivity to the Internet;
31. Works with technicians on problem solving and troubleshooting computer and local area network problems;
32. Provides support and training for attendance personnel in schools;
33. Compiles the attendance reports from each school send district report to the state department of education;
34. Oversees the reporting of accountability reports to the state department of education;
35. Works with the high school on developing incentives for decreasing dropout rate;
36. Prepares attendance data for the Director of Schools for review;
37. Attends state attendance meetings; and
38. Performs others duties as assigned by the Director of Schools.