**Technology Director**

**QUALIFICATIONS:**

* Bachelor’s Degree (Computer Science or related field preferred).
* Demonstrated expertise in the management and operation of technology environments for administrative and educational functions.
* Skilled in communications, human relations, team building, ability to manage using a shared decision-making approach, and collaboration.
* Knowledge and skilled in application of innovative educational technologies.
* Experience in the HP 3000 environment, Image database, networks and various workstations.
* Knowledge of and expertise in systems analysis, Cobol, and 4 GL report writers.

**REPORTS TO:** Assistant Superintendent of Business and Auxiliary Services

**JOB GOAL:** To provide leadership and assistance in the design, implementation, coordination and operation of the District’s technology plan.

**PERFORMANCE RESPONSIBILITIES:**

* Directs the development, implementation and evaluation of the District administrative and educational technological plans and programs.
* Assists with the demographic studies of the District.
* Directs cost analysis of user initiated requests for modifications in programming and hardware.
* Directs and develops needs assessment of administrative and educational computing.
* Maintains current knowledge of software application programs and operation requirements for administrative computing on the HP 30000 and personal computers.
* Assists in working with other governmental agencies in regards to data processing.
* Assists other departments in using data and information from the HP 3000 and administrative personal computers.
* Directs the development and coordination of installation and use of local area networks.
* Provides leadership for collecting, organizing, and sharing information through technology.
* Provides technical direction for managing information to all systems within the organization through: planning, training and evaluation of technology as a tool.
* Directs technical support for student attendance, personnel, accounting, confidential record maintenance and related compliance functions.
* Directs and coordinates acquisition of hardware for educational and management functions.
* Supervises, evaluates, and provides leadership for building a cohesive team within the technical staff.
* Directs routine technology support functions such as:
	+ Installation of new software/hardware
	+ Inventory control of hardware/software and related supplies
	+ Generating cyclic reports – staff, students, etc.
	+ Mainframe/administrative PE communication
	+ File sharing across multiple platforms
	+ Copying data to different media
	+ Data extraction, e.g., image database to ASCII
	+ Review of new tools and alignment to current resources and future tasks
* Performs other duties as assigned.

**TERMS OF EMPLOYMENT:** Twelve months. Salary and work year to be according to the current schedule as established by the Governing Board.

**EVALUATION:** Performance of this job will e evaluated in accordance with the provisions of the Board’s policy on Evaluation of Administrative

**SALARY CLASSIFICATION:** Placement of appropriate salary schedule(s) will be according to experience and training.