**TECHNOLOGY DIRECTOR**

**QUALIFICATIONS:**

* Bachelor's Degree or equivalent in a technology related field
* Experience working with and maintaining personal computers, computer networks, and related devices
* Experience in trouble-shooting hardware and software problems
* Ability to assess technology needs and prepare a technology budget
* Ability to speak clearly and concisely both in oral and written communication
* Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Superintendent

**JOB GOAL:** To maintain and upgrade the technology equipment and program in the school district. Develop, implement, and evaluate a long range plan for the application of computers and other technology in all district programs, instructional and administrative.

**PERFORMANCE RESPONSIBILITIES:**

* Provide technological support for all staff members in the use of computer hardware, software, and other forms of technology.
* Provide training and staff development in the use of technology.
* Review and evaluate hardware, software, media equipment, and other technology.
* Coordinate and maintain a technology inventory.
* Provide technology committee with standards for acquisition and recommended distribution of technology in the district.
* Maintain a technology budget.
* Maintain and upgrade the network systems in the district. Help computer operators identify and correct errors.
* Install and test network software.
* Maintain and correct software and equipment problems. Evaluate system problems, prioritize needs, and publish schedule to remedy technological concerns.
* Other duties as assigned.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.