

School District of Bonduel

JOB DESCRIPTION—DIRECTOR OF INSTRUCTIONAL TECHNOLOGY

Basic Function: Support the District's vision for integrating management and instructional technologies by directing all related program operations and functions.

Qualifications: Certified as an administrator or supervisor in Wisconsin (license 10 or 51) or Instructional Technology coordinator license (92)

Work Function: Normal work hours will be 8:00 AM-4:00 PM during the contracted period.

Evaluated by: District Administrator

Responsibilities:**Technology Hardware and Networks, Media and Communication Equipment**

1. Set standards for the evaluation and selection of all equipment.
2. Supervise the installation, configuration, and effective functioning of all equipment, software, and networks.
3. Approve all purchase orders for hardware, software and related support materials.
4. Maintain a current inventory record of all hardware, peripherals, and networked software.
5. Supervise and schedule maintenance, repair, upgrading, and replacement of all equipment that is installed in the district.
6. Maintain the integrity and security of the network.
7. Manage the District Student Information System (SIS) and Financial System.
8. Determine security status for all users.

Technology and Media Personnel

1. Provide leadership to all personnel assigned to the District Information Technology Department.
2. Complete all management functions including assisting with hiring, supervising, evaluating, and assigning position responsibilities within the department.
3. Arrange for technical training for department personnel to maximize their ability to serve the needs of the users of technology.

Other District Personnel

1. Collaborate with the Staff Development Director and Curriculum Director to provide systemic and on-going technology training to staff based on standards and benchmarks as well as staff competencies.

2. Identify staff development needs and obtain assistance from the Staff Development Director in meeting those needs.
3. Serve as a resource person in the selection of software and other materials that are designed for instructional purposes, to assure the efficient functioning of all materials to be used on district equipment.
4. Organize and lead the District *Information* Technology Team. Call meetings as necessary to carry out the objectives stated in the District Information Technology Plan. Serve on any other district or building level committees that relate to the function of this position.
5. Coordinate all departmental services in the spirit of delivering timely, effective, and efficient responses to the needs of the users of district technology.
6. Serve as a resource for other district personnel to meet their technology related needs.

Other Responsibilities

1. Develop and manage the District Information Technology budget.
2. Communicate with staff and community regarding matters pertaining to the District Information Technology Plan and the services of the department.
3. Facilitate the development and revising of the District Information Technology Plan and secure State Level Plan Certification.
4. Solicit funds for technology through grant writing, developing school/business partnerships, and seeking other donors.
5. Serve as the District E-rate coordinator.
6. Keep informed of current research, innovations, and trends in educational technology. Provide pertinent information to other personnel.
7. Assist with policy and procedure development relating to technology issues.
8. Perform other responsibilities as assigned by the District Administrator.

Approved: April 9, 2001
Revised: February 18, 2008