

SOMERS PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: Director of Technology and Information Services

REPORTS TO: Superintendent of Schools

OVERVIEW: The director is responsible for the operation of the campus technology infrastructure in accordance with policies and regulations prescribed by the Board of Education and the Superintendent of Schools. General responsibilities include development of the budget as it pertains to Technology and Information Services, incorporation of technology in the curriculum program, supervision and evaluation of staff, functional operation of the technology infrastructure, and effective communication with parents and the school community.

A cooperative relationship exists between the director and the Director of Business Services. Control of the school budget by accounts is the responsibility of the Director of Business Services while all technology programs are the responsibility of the director.

QUALIFICATIONS:

- A. Meet all the certification requirements of the State of Connecticut.
- B. Possess a working knowledge of networking, computer technology, and troubleshooting.
- C. Have demonstrated the ability to evaluate and develop curriculum and make instructional improvements.
- D. Demonstrate ease in utilizing technology for reports, presentations, and analysis of data.
- E. Demonstrate the ability to communicate effectively orally and in writing.
- F. Demonstrate effective collaborative skills to work in concert with administrative colleagues and district educators.

DUTIES & RESPONSIBILITIES:

- A. Supervises and annually evaluates the performance of technology personnel.
- B. Provides staff development technology activities that are consistent with the goals of the school system.
- C. Provides leadership in the development and implementation of goals and objectives for the instructional and administrative use of computer technology.
- D. Assists staff in integrating technology into their instruction in cooperation with the Director of Curriculum.
- E. Develops long and short-range plans for campus infrastructure.
- F. Consults with district-wide curriculum committees on use of technology.
- G. Develops and submits K-12 computer budget and seeks alternative funding through grant writing and other resources.

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- H. Develops and oversees a maintenance program for all computer and network needs which includes repair, replacement, and inventories.
- I. Acts as a resource to the superintendent in developing and implementing a systemwide computer system.
- J. Assists building principals and guidance personnel with the scheduling process.
- K. Assists the Board of Education with issues related to capital improvement projects.
- L. Completes assigned tasks and projects per superintendent.

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

SUPERVISES: Staff in the Technology and Information Services Department

SALARY: As set by contract with the Board of Education

LENGTH OF WORK YEAR: Twelve months

DATE: July 26, 2018