



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Director of Technology*

PURPOSE OF POSITION:

To develop, lead and manage high quality technology systems and support that will provide students with a broad, balanced, and integrated learning experience, while meeting the administrative demands in place

REPORTS TO: Assistant Superintendent

SUPERVISES: NIS Administrator, Network & PC Technicians, and Data Support Specialist, in coordination with the Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Organize and supervise the implementation of the district's technology plan
2. Consult with the Chief Academic Officer, Principals, and teachers to plan and implement technology infusion into the curriculum
3. Advise on technology related matters pertaining to School Library Media Centers
4. Play a leadership role in curriculum planning, professional development and in-service education for the professional staff
5. Serve as a resource person for or leader of technology studies and workshops
6. Work with the Assistant Superintendent, School Business Administrator, and the community to seek alternate sources of funding for technology programs
7. Plan, organize, and control the overall activities of electronic data processing, including systems analysis, programming, and computer operation activities as related to the district's business operations, instructional programs, research activities, and pupil record keeping
8. Conduct in-service programs to keep personnel informed as to applications and development in the field of electronic data processing in education
9. Project data processing resource requirements, including personnel, equipment, and housing, with associated costs, and coordinate with the planning and budgeting cycles of the district
10. Evaluate regularly the district's use of data processing and recommend alterations and expansion as necessary
11. Analyze, investigate, and advise the administration regarding purchase or leasing of suitable materials and equipment
12. Collaborate with NIS Administrator to ensure relevant functionality of the district LAN/WAN
13. Institute preventative maintenance and repair procedures for school sites and central office
14. Perform such other tasks as may from time to time be assigned

QUALIFICATIONS:

1. A minimum of a bachelor's degree, preferably a master's degree, from an accredited college or university
2. Licensed or qualifications to be licensed as a Supervisor/Director and ideally also as an Instructional Technology Specialist in the Commonwealth of Massachusetts
3. A minimum of five (5) years related experience in public education
4. Knowledge of computer technology, management information systems, hardware and software, and scheduling programs
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

ATTRIBUTES:

- Committed to the core values of the district
- An expectation that all children can learn if provided the right opportunity
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- A strong focus on best practice in teaching, learning and assessment
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: 260 Days Per Year
- Vacation Schedule: 25 Days Per Year
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

HIRING RANGE: \$95,000 - \$115,000

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of School Administrators