

JOB TITLE: TECHNOLOGY DIRECTOR/COORDINATOR

- QUALIFICATIONS:**
1. Positive interpersonal skills with strong leadership skills and experience in training others.
 2. Extensive knowledge of contemporary technology hardware and software as it pertains to school applications.
 3. Excellent computer skills with experience in coordinating and implementing educational programs utilizing technology.
 4. Successful teaching in school or commercial training experience required.
 5. Valid Alabama Teacher's Certificate.
 6. Such alternatives to the above as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To assist Chilton County school system to develop and expand capabilities in technology for the purpose of equipping students with the level of knowledge, skills, experience and confidence to assume successful roles in a technological world.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the technical installation and operations of local-area networks (LANS), wide-area networks (WAN), Internet, distance learning capabilities in area high schools and future technology application systems per Chilton County School System's Technology Plan.
2. Prepare system hardware specifications relating to bids.
3. Select and purchase technology hardware, software, and peripherals necessary for implementing district level technology projects.
4. Approve all site-based technology related purchases funded by the SDE and system-wide grants.
5. Advise schools in the selection of locally funded technology equipment and materials.
6. Assist in supervising technicians in providing technical assistance for equipment and operations.
7. Coordinate duties, monitor responsibilities, and assess performance of assigned staff members.
8. Coordinate system-wide technology training for personnel in the use of technology hardware and in the use and application of appropriate software.
9. Chair the school system's technology committee.
10. Maintain an update annual technology plan for the school system and the SDE.

11. Integrate technology goals and applications with the school system's instructional goal.
12. Maintain an updated inventory of technology hardware in the school system.
13. Serve as advisor and consultant to the local schools in the development and implementation of local technology plans.
14. Serve as educational technology consultant to other supervisors and administrative personnel.
15. Serve as a resource person in technology for attaining the overall educational goals of the school system.
16. Assist in providing equity and consistency in technology education opportunities throughout the school system.
17. Development budgets for expenditure of funds and complete reports related to technology in the school system.
18. Establish the system's presence on the Internet.
19. Develop a system-wide software selection and review process and maintain an up-to-date system-wide acceptable use policy relating to technology.
20. Be regular and punctual in attendance and promptly comply in carrying out the duties of the position.
21. Maintain confidentiality in all Board of Education business.
22. Execute all other tasks and responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve-month contract. Salary to be paid according to placement by degree and experience of the Chilton County School's Salary Schedule.

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