TITLE: TECHNOLOGY DIRECTOR

Definition: Supervises the use of present computer technology in the district and suggests
               future applications and use.

QUALIFICATIONS:

1.   Bachelor's Degree
2.   Five years technology related experience
3.   Knowledge of networks, pc hardware and software
4.   Colorado Driver's License

REPORTS TO: The Superintendent of Schools

JOB GOALS:
Manage all Information Support Programs, including resources, budget, operations, and staff.
Provide technical assistance to schools and departments in the district. Implement, maintain, and
update the Technology Plan. Coordinate technology applications with instructional goals through a
close interface with appropriate administrators.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:
It is imperative that the person employed in this position display, at all times, acceptable
professional and ethical standards. These expectations are as follows, but are not limited to:
1.   Confidentiality
2.   Courtesy
3.   Cooperation and positiveness
4.   Reliability/punctuality
5.   Timeliness in respect to deadlines
6.   Respectfulness toward others

RESPONSIBILITIES AND DUTIES:
1.   Develop/modify staff development programs and materials to meet specific district needs
      related to the instructional use of microcomputers.
2.   Provide consultation to district administrators and teachers on planning and implementing
      curriculum with integrated technology.
3.   Provide liaison with other agencies/organizations as requested.
4.   Develop, coordinate, and manage the Information Support, including assessing district's
      educational technology needs, implementing program services, and monitoring and
      evaluating service delivery.
5.   Provide staff supervision and assist in the evaluation of staff in developing and
      implementing services and programs.
6.   Manage assigned technology-related grants, including identifying needs, writing grant
      proposals, and monitoring grant implementations.
7.   Determine that technology purchases adhere to acquisition plan.
8.   Develop a software selection process.
9.   Organize and supervise the district network.
10.   Review and update acquisition procedures and plans.
11.   Institute preventative maintenance, repair, and safety procedures for school and district
      sites.
12.   Provide technical assistance on computer applications.
13.   Act as district's technology liaison to the community.
14.   Update personal technological knowledge and skills.

15. Assist with the district telecommunication/teleconferencing efforts of project promotion, contracting for services, troubleshooting, staff development, student class coordination, and teleconferences.
16. Determine technology needs and secure materials and equipment.
17. Maintain accurate inventory of district technology.
18. Assist schools and department with long-range technology planning.
19. Performs other duties as assigned by the supertintendent.

TERMS OF EMPLOYMENT:
1. Teacher days plus twenty, ten before and ten after
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation.

ADOPTED: February 6, 1996
REVISED: November 5, 1996
STAFF HANDBOOK: August 2002