Job Title: Director of Technology

Qualifications:
a. Bachelor's degree in technology or related field; Master's degree preferred
b. Valid State of Maine criminal history record check (CHRC)
c. Experience in an educational setting or a minimum of three years' equivalent business experience with management responsibilities
d. Excellent skills in analysis, communication, leadership, team building, decision-making, and communicating technical information on a non-technical level
e. Working knowledge of strategic planning, collaborative problem-solving, budget development and management, software applications, and research, assessment and evaluation of technology, including hardware, software, and applications
f. Effective organizational ability
g. Self-motivation and discipline
h. Ability to develop and implement innovative ideas
i. Strong sense of personal professional ethics
j. Physical ability to perform the duties as described with or without reasonable accommodations, including the ability to use a computer 8 hours per day

Reports to: Superintendent of Schools

Job Goal:
Provide leadership and direction for the effective planning, use, and evaluation of instructional and operational technology in the district. The director of technology will work closely with the Superintendent and will ensure that the district is in compliance with applicable laws, at both the state and federal levels, as well as district policies. The director of technology will facilitate technology related improvements throughout the district to provide a safe and effective learning environment for students and staff.

Key Responsibilities:

Leadership/Management
a. Establish administrative procedures for district technology managed systems to optimize their use and ensure security and privacy requirements are met
b. Support GoGuardian, Infinite Campus, Google Enterprise, and ParentSquare
c. Determine permissions needed for access to approved applications and provide a pathway for the creation, distribution, and evaluation of permission forms
d. Maintain confidentiality regarding students, student records, staff, and any other employment-related issues
e. Explore alternative sources of funding for technology
f. Attend technology leadership workshops
g. Contribute to the development or updating of technology related policies
h. Develop, implement and manage the long-range district technology plan
i. Supervise and coordinate district technology operations and staff

j. Develop and manage technology budget
k. Create requisitions based on the approved budget and approve all purchase orders for the technology budget
l. Maintain accurate records for all technology budgeted expenditures
m. Establish standard procedures for evaluation, use, and support of technology, including hardware, operating software, and applications
n. Research trends, products, equipment, applications, etc. for the purpose of recommending procedures and/or purchases.
o. Develop, maintain, and communicate the District Technology Plan
p. Perform other responsibilities as assigned by the Superintendent

Communication/Liaison
q. Attend administrative team meetings
r. Co-lead, with the assistant superintendent, the district instructional technology team
s. Attend Board and committee meetings as directed, prepare presentations, and make recommendations pertaining to issues that impact areas of responsibility
t. Manage remote Board meetings as directed by the Superintendent
u. Manage the district communication system (Parentsquare): determine permission access, establish appropriate use guidelines, and assist staff in its use
v. Send alert messages as directed by the Superintendent
w. Communicate with local, state, and national organizations, institutions and agencies involved with technology in schools
x. Develop and maintain professional working relationships with staff, students, administrators, school board members, and the public
y. Manage the updating and content creation for the district website in conjunction with identified stakeholders

Training/Professional Development
y. Coordinate staff development activities in conjunction with the Assistant Superintendent
z. Identify training needs and facilitate staff development programs that enhance the district's ability to install, support, maintain, and effectively use all forms of instructional and information management technology
aa. Work with administrators to develop independent trainings within our training platforms
bb. Assign district trainings to staff, as directed by the Superintendent, and provide reports to administrators

Technical
cc. Ensure the accurate inventory of equipment, service contracts, and software licenses
dd. Supervise the maintenance of all district hardware and software
ee. Direct the development, coordination and evaluation of network security (including data recovery) and network reliability
ff. Provide support to staff, students, families as needed in all areas of technology use

Evaluation: Performance of this job will be evaluated annually by the Superintendent

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.