

**WEST DES MOINES COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE Director of Technology

CLASSIFICATION Administrator

IMMEDIATE SUPERVISOR Superintendent

JOB SUMMARY

Provide leadership and vision to the instructional program and the design and implementation of administrative and instructional technology.

QUALIFICATIONS

(Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)

A. Skills, Knowledge and Abilities

1. Ability to relate successfully with students, staff, parents, and community.
2. Effective oral and written communication skills.
3. Ability to handle diversity in an objective manner.
4. Ability to work effectively through the committee process to accomplish goals.
5. Expertise dealing with administrative and instructional technology.
6. Knowledge of Department of Education curriculum requirements.
7. Ability to identify needs and lead decision making about software and courseware.
8. Knowledge and experience in assessing the effectiveness of the use of technology.
9. Knowledge of WANS and LANS.
10. Knowledge of budgeting procedures and management related to areas of responsibilities.
11. Strong knowledge and skill in supervision and evaluation procedures.
12. Ability to meet deadlines in a timely manner.
13. Knowledge of good research procedures, ability to interpret data and make application to district's needs.
14. Ability to anticipate problems and take preventive action.

B. Education, Certification/Licensure

1. Bachelor's degree required.
2. Teaching/Administrative license preferred.
3. Advanced degree/certification preferred.

C. Experience

1. Technology leadership required.
2. Teaching experience preferred.

SUPERVISION OF OTHERS

1. Network engineer, lead PC technician and data support specialist.
2. Assist with the evaluation of others as requested.

ESSENTIAL JOB FUNCTIONS

1. Develops and implements short and long-range plans for the purchase and utilization of technology in an educational setting on the basis of identified needs.
2. Designs and implements needs assessment tools for measuring the utilization and effectiveness of technology in the district.
3. Coordinates technology aspects of district construction/facilities projects.

4. Initiates the development of, manages, and maintains the district's data gathering and data processing systems.
5. Chairs the Instructional Technology Advisory Committee.
6. Coordinates license agreements for software purchases.
7. Maintains vendor relations.
8. Maintains current knowledge of developments in the area of administrative and instructional technology.
9. Secures instructional support materials related to educational technology.
10. Assists in the training of certified and classified staff on the various operations of technology.
11. Assists in locating special funding for hardware and software.
12. Prepares grant proposals.
13. Maintains liaison role and active involvement with curriculum personnel and curricular development at the state, regional and national levels.
14. Serves as a resource person to administrative personnel in improving individual teacher competencies.
15. Works cooperatively with the Director of School/Community Relations in disseminating information to the community.
16. Evaluates assigned staff in accordance with board policies and administrative guidelines; conducts appropriate follow-up with notations to personnel files.
17. Participates in decisions to hire, promote, demote, transfer, suspend or discharge per board policies and administrative guidelines; makes specific recommendations regarding positions and/or personnel for which directly responsible.
18. Assists in the development and management of the budget related to areas of responsibility.
19. Attends Board meetings as requested and assists with presentation of information and/or recommendations.
20. Works cooperatively with building principals in the development and implementation of curriculum and technology.
21. Provides information to the Superintendent on all matters of relevance.
22. Serves as a contributing member of the Administrative Leadership Team and other committees as assigned.
23. Maintains professional growth through graduate work, professional organizations, seminars and/or related professional literature.
24. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

1. Mobility as needed to visit all district buildings and classrooms.
2. Must be able to drive a personal vehicle or to provide transportation suitable to accommodate responsibilities.
3. Ability to occasionally lift equipment and supplies up to fifty pounds.

WORKING CONDITIONS

1. Considerable in-district travel required.
2. Frequent evening and Saturday work necessary.

TERMS OF EMPLOYMENT

1. 12 month position.
2. Per Board Policies and administrative guidelines.
3. Performance evaluated per Administrator Performance Evaluation Handbook.

Adopted Date April 2006 Revised Date September 2006

West Des Moines Community School District is an Equal Opportunity/Affirmative Action Employer. The district does not discriminate based on race, creed, color, religion, national origin, sex, age, sexual orientation, physical or mental disability and will provide reasonable accommodations to qualified individuals with disabilities.