

# HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

## **TITLE: DIRECTOR OF TECHNOLOGY**

### **QUALIFICATIONS:**

1. Background in educational technology both in the workplace and from an accredited institution
2. Recommended that this person hold an advanced degree in educational administration, technology, or curriculum development from an accredited institution, given the curriculum and pedagogical background requirements
3. At least three years of experience.

**SUPERVISES:** Instructional Technology Specialist(s) and IT Staff

**REPORTS TO:** Associate Superintendent Academic Programs and Professional Development

**JOB GOAL:** The Director of Technology and Assessment organizes, directs, and oversees education and information technology activities; plans and manages a comprehensive and integrated education and information technology program to deliver cost effective, reliable, timely, and high-quality educational technology equipment and services; acts as the district's primary authority on education technology issues; coordinates the implementation of the district's technology plan; works collaboratively with central office and school-based personnel to use and integrate education technology in the instructional program.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Establishes the mission of the Department of Technology through and in response to the assessment of district needs and priorities
2. Directs and participates in the development of goals, objectives, policies, and procedures of the Department of Technology
3. Plans, directs, supervises, and coordinates activities of department personnel
4. Plan, implement, and maintain robust network, WAN, and data center to support instructional and administrative needs of the district
5. Plan, implement, and maintain data security devices, processes, policies, and strategies
6. Plan, implement, and maintain cost-effective and sustainable digital device working environment
7. Participates in curriculum design team meetings and leadership team meetings with other department heads; discusses and reviews overall district issues and priorities; may serve on special task forces or direct the conduct of projects having a general district-wide impact
8. Assumes a leadership role in developing and implementing the district plan for instructional use of technology

9. Collaborates with principals, department heads, teachers, and others who will implement the district technology plan
10. Facilitates meetings with committees to implement the district's technology plan
11. Understands the district budget, budgeting process, and spending process, and works within this system to secure adequate resources for education technology integration
12. Oversees preparation and administration of the department's budgets
13. Manages the allocation and expenditures of funds for the department
14. Helps ensure that the school-level budgets and the district budget adequately support the district's technology plan
15. Insures equity when budgeting for and distributing resources
16. Collaborates with administration and faculty to write grants for implementation of educational technology
17. Assists the district in obtaining outside funding by participating in grant planning and proposal writing
18. Helps develop and maintain sustainable funding for technology and technology infrastructure
19. Oversees the development and implementation of the district's technology training plan.
20. Oversees the planning/scheduling of technology training that will facilitate successful technology integration in the classroom
21. Supports district's assessment team of online and technology based assessments
22. Assists with assessment data and student information integration into analytics and other online applications
23. Assists in the evaluation of software, hardware, and courseware
24. Participates in district research projects to evaluate instructional use of technology
25. Stays abreast of educational technology trends and successes of other school districts and technology programs on a local, state, and national level
26. Designs and encourages pilot projects
27. Confers with other departments, agencies, public officials, vendors, and contract providers regarding education and information technology projects, programs, plans, and activities.
28. Disseminates technology-related information throughout the district via newsletters, email, district presentations, etc.
29. Actively participates in local and regional educational conferences with emphasis on educational technology and instructional/curricular programs
30. Oversees the development, design, and operation to the district's website and social networks
31. Works to improve the overall quality of education received by students in the district by being an educational change agent
32. Participates in the development of curricular standards and benchmarks to encourage appropriate use of technology
33. Works with educators to develop lesson plans and activities involving the use of technology to facilitate the attainment of educational goals
34. Demonstrates prompt and regular attendance
35. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
36. Performs other duties as assigned

**ADDITIONAL LICENSES:** It is recommended that this individual possess industry-standard certifications that may prove beneficial in the position (e.g. A+, IC3, etc.). This individual must possess and maintain a valid Mississippi driver's license and a satisfactory driving record.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually