

JOB DESCRIPTION**DIRECTOR OF TECHNOLOGY**

- TITLE:** Director of Technology
- REPORTS TO:** Chief Operating Officer
- SUPERVISES:** Supervisor of System Support Services, Supervisor of System Integration Services, Coordinator of Instructional Technology
- JOB FUNCTION:** Directs the implementation of a Master Education Technology Plan for Fayette County Public Schools. Responsible for activities which include the integration, coordination, operation, procurement, installation, maintenance, and budgets for all data technologies used by the district and directs the planning, coordination, integration, and control of all voice, video, and multimedia technologies used throughout the Fayette County Public Schools to support teaching, learning and district business activities.

DUTIES AND RESPONSIBILITIES:

- Under the direction of the Chief Operating Officer and within the framework provided by the District Technology Audit, develops and implements the district Master Education Technology Plan to guide district action in the effective implementation of: communication networks; hardware, software, and training standards; instructional technology; district administrative systems; human issues and technology support; and funding strategies, timelines, and utilization of resources. Facilitates the decision process for procurement, integration, coordination, operation, installation, maintenance, training, and support for technologies in all sectors of the district.
- Takes appropriate action to ensure the completion of all projects and activities within the specified timelines for which the Department of Education Technology is responsible under the district Master Education Technology Plan, the district Strategic Plan, and the district Transformation Plan, to ensure the overall success of the education technology program.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Prepares and submits to the Superintendent by October 1 each year an update of the district Master Technology Plan with recommendations for revisions to achieve the established goals of the District and Board, and within the funding parameters established to accomplish those goals. Includes analysis of progress toward stated outcomes, assessment of needs related to education technology services and activities, updating of goals and strategic activities or recommendations for revision with assignment of priority to projects, and detailed analysis of resource requirements to achieve the proposed plan.
- Supervises and evaluates the Coordinator of Instructional Technology who is responsible for the integration of technology into curriculum and instruction, providing technology training for district staff, and directing the development of school technology plans and the District KETS Plan which are submitted to the Board of Education and the Kentucky Department of Education each July 1 for approval and funding.
- Supervises and evaluates the Supervisor of System Support Services who manages the planning, coordination, implementation, procurement, installation, operation, and maintenance of the district's Local Area Networks (LAN's) and Wide Area Network (WAN), the district's hardware and software technical support needs, maintains an inventory of district hardware, software, and technology purchases, and supports the use of electronic mail and information resources such as the Internet.
- Supervises and evaluates the Supervisor of System Integration Services who coordinates the development, design, and implementation of district-wide information/ decision support systems, and systems to support district administrative functions. This includes designing systems to support the transition from a mainframe environment to a distributed environment that will empower schools and district departments to enter, maintain, analyze, and perform report generation of their own data.
- Coordinates the development of district policies and administrative procedures to support the recommendations of the district's Master Education Technology Plan.

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- Provides timely and sufficient feedback, as required, to the Chief Operating Officer regarding any issue(s) related to a project or activity which may adversely impact the success or timeframe of the project or the implementation of the district Master Education Technology Plan.
- Acts as an advocate for education technology and engages the active participation of community parents, businesses, agencies, and other groups in fulfilling the district Master Plan. Advocates for the development of a community master technology plan to support resource and information sharing, reduce duplication of services, and streamline data transfer among schools, universities, businesses, libraries, social agencies, government agencies, and community citizens.
- Serves as a district liaison to outside groups and organizations to inform and support the development of education technology for Fayette County Public Schools within the framework of a coordinated and integrated technology plan for the community and state.
- Monitors the allocation and expenditure of KETS funds approved by the Board and KDE to support school and district plans; monitors the expenditures of the Department of Education Technology as approved in the submitted plan.
- Attends meetings as requested including meetings of the Board of Education when issues involving district technologies are being addressed.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- The Kentucky Education Technology System
- Computing, data processing, data communications, and software applications.
- Voice, video and multimedia technologies and their applications.
- Communication networks and information management systems.

KNOWLEDGE AND ABILITIES (CONT.):

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KNOWLEDGE OF:

- Administrative functions and systems, and application programming.
- Instructional technology.
- Training strategies and standards.
- Human issues and technology support.
- Computer system maintenance contracts, software license agreements, and leases.

ABILITY TO:

- Apply current technologies to effectively support the learning, teaching, and business needs of the organization within the parameters of available funding capacity.
- Develop and implement results-oriented long-range and strategic plans.
- Plan for, define, and direct the development, design, and implementation of a district-wide communication network, an integrated information management system, and systems to support administrative functions and business practices.
- Negotiate and administer contracts, leases, and license agreements.
- Analyze data, predict problem area, determine effective solutions, and assess progress accurately.
- Develop and implement sound funding, budgeting and financial reporting practices.
- Plan, organize, and supervise the work of a staff of department personnel, both professional and non-exempt, including the ability to establish and maintain effective working relationships within the department and with personnel of departments that utilize the resources of the Department of Education Technology.
- Communicate ideas clearly and persuasively, both orally and in writing, with district staff, parents, members of the Board of Education, and community leaders.
- Collaborate with department colleagues, school staffs, and district parents, technology experts in other organizations, businesses, and groups, and community leaders, to achieve the Master Education Technology Plan goals of the district.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Computer Science, Engineering, Business Administration, or similar field
- Minimum of five years of successful administrative experience

LICENSES AND OTHER REQUIREMENTS:

- None.

Original Date: 05/1996

Revision Date: 07/1996

Revision Date: 072011

Revision Date: 07/2012

Revision Date: _____