



CIVIL DIVISION
CLASS SPECIFICATION

DIRECTOR OF TECHNOLOGY

DATE ADOPTED: 09/18/23

LAST REVISION:

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for the administration and direction of a school district's technology department, including day-to-day operation and long-range planning. Incumbent is responsible for supervising technology and support staff and for coordinating the implementation of technology into the school district. Work is performed under the general supervision of the Assistant Superintendent or a higher-level administrator with wide leeway allowed to exercise independent judgement in carrying out the details of the work.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and type of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs and oversees the day-to-day operation of the technology department and the implementation of technology into the school district;
2. Works with administrative staff and school(s) on the development of long and short term goals for technology;
3. Supervises, trains and evaluates technical staff in installation, repair and maintenance of all computer hardware, data communication systems, and related technology equipment within the school district;
4. Oversees security and control of the computer network including, but not limited to, access to and security for all systems, data integrity and confidentiality of files within the school district;
5. Prepares and oversees departmental budget and is responsible for the selection and purchase or lease of all hardware, software, and related equipment;
6. Coordinates staff development and training programs for generalized and specialized areas of information processing, database management and relevant technology applications;
7. Supports technology for analyzing local and state assessment data, student management and all information systems;
8. Serves as a resource person to address diverse technology issues;
9. May update and maintain district website;
10. Attends conferences and training as needed, including regional meetings to promote collaboration and efficiencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the methods and practices of providing technology services for a school district and implementing technology into classroom and curriculum;

Thorough knowledge of computer software, hardware, networks, telecommunications systems, and related technology equipment;

Thorough knowledge of the district's goals, policies and procedures;

Thorough knowledge of personnel practices and procedures;

Ability to plan, organize and supervise the work of subordinate employees;



**CIVIL DIVISION
CLASS SPECIFICATION**

DIRECTOR OF TECHNOLOGY

DATE ADOPTED: 09/18/23

LAST REVISION:

Page 2 of 2

- Ability to prepare and oversee an annual budget;
- Ability to coordinate staff development and training programs;
- Ability to establish and maintain cooperative working relationships with instructional and district staff;
- Ability to effectively explain various technology issues to interested parties;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER :
- (A) Master's Degree in Business Administration, Computer Science, Computer Information Systems, Communications, Technology or related field and five (5) years of experience in integrating technology and/or providing technology services in an educational environment, three (3) of which shall have been in a supervisory capacity;
- OR:
- (B) Bachelor's degree in Business Administration, Computer Science, Computer Information Systems, Communications, Technology or related field and seven (7) years of experience as outlined in (A) above, three (3) of which shall have been in a supervisory capacity.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

NOTE: Supervision experience includes but is not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: