



Position Title: Director of Technology

Contractual Days: Full-time, year round

Compensation: Dependent upon experience

Position Summary: Direct and secure all district hardware, software, networks, and educational technology initiatives to support students and staff.

Responsibilities:

Infrastructure and Network Management

- Maintain reliable local area networks (LAN), wide area networks (WAN), servers, and Wi-Fi.
- Oversee cybersecurity protocols, data backups, and network access rules.
- Manage physical security systems like security cameras and electronic door badges.
- Manage addition/deletion of printers to hardware/software
- Ensure compliance with student privacy laws like FERPA and child internet safety rules like CIPA.

Instructional Technology and Integration

- Manage 1:1 devices and administration of Apple and Google consoles
- Help teachers and principals use digital tools and software in classrooms.
- Plan training programs and workshops for staff development.
- Assist in creating, updating, and carry out the long-term district technology plan.

Budget and Operations

- Build and manage the annual department budget and hardware replacement cycles.
- Write requests for proposals (RFPs) and negotiate contracts with tech vendors.
- Apply for state and federal funding or technology grants.
- Track and maintain inventory for all district devices.

Additional Responsibilities:

- Participate in district-level planning and decision-making processes related to educational priorities.
- Attend required meetings, events, and professional development sessions.
- Perform other duties as assigned by the Superintendent.

Qualifications:

- **Education:** Bachelor's degree in Information Technology, Computer Science, or Educational Technology (Master's degree preferred).
- **Experience:** Minimum of 3 to 5 years of IT leadership experience, ideally in a K-12 school district.
- **Skills:** Strong knowledge of network security, hardware maintenance, budgeting, and staff management.