

**Qualifications:**

Master's degree in related field

**Supervises:** Technology staff, technicians, network engineers, and others as designated.

**Nature of Work:**

The Director of Technology is primarily concerned with the development, implementation, operation, monitoring, and evaluation of the technology program for the school system. This individual provides leadership in identifying hardware and software purchases, ensuring that they are consistent with the school system instructional technology plan and state technology guidelines. The employee coordinates, and may deliver, staff development on technology competencies needed for teaching the North Carolina Computer/Technology Skills Curriculum to students and for acquiring the required North Carolina Technology Competencies for Educators needed for licensure renewal. The employee works collaboratively with the other members of the school system central office staff and school building staff to use technology and include technology applications as an integral part of the total instructional program.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of computers and related technologies as they apply to pre K-12 education.
- General knowledge of resources that support the North Carolina Computer/Technology Skills Curriculum, the North Carolina Educator Technology Competencies, and instructional integration of technology.
- General knowledge of infrastructure requirements and components of local and wide area networks, Internet, intranets, and distributed learning.
- Ability to communicate effectively with all levels of school system staff.
- Ability to assist users and trainers with software and hardware direction, guidance, and vision-setting.
- Ability to establish evaluation strategies and implement formative and summative activities.
- Ability to train educators in the use of hardware and software to meet the NC Technology Competencies for Educators.
- Ability to lead technology planning efforts including activities to develop, implement, and evaluate both system and school technology plans.
- Ability to manage financial resources.

**Essential Job Functions:**

- Provides leadership for short- and long-range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others. Assist the coordinators and facilitators with implementing the system and the building-level technology plans in accordance with the North Carolina Instructional Technology Plan, the North Carolina Technological Recommendations and Standards, and other state recommendations and guidelines.
- Plans, develops, and implements staff development activities to meet established instructional technology integration needs, computer skills curriculum, and the North Carolina Educator Technology Competencies licensure renewal.
- Works with other Directors to integrate technology in the ongoing instructional program for all curriculum areas by identifying strategies and materials, and by implementing activities for integration.
- Is knowledgeable of the hardware configurations and computer-related items on state contract and of the other technology-related state contract products. Use the state and local technology plans to establish standards for the purchase of equipment, software, related media, and supplies for instructional technology integration and management activities according to the local purchasing guidelines.
- Supervises the system-wide inventory of technology assets.
- Assists technology users in resolving problems associated with ordering, service, and support.
- Plans and coordinates the implementation of special activities to promote technology.
- Serves as a clearinghouse of information on trends, research, applications, and effective practices related to the use of technology in the school program and school system.
- Serves as a system contact for all technology-related communication.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_