Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

Job Description

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Director of Technology</th>
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<tr>
<td>FLSA STATUS:</td>
<td>Exempt</td>
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<tr>
<td>CONTRACT TYPE:</td>
<td>Non Bargaining Admin</td>
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<tr>
<td>WAGE SCALE:</td>
<td>Per Negotiated Agreement</td>
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<tr>
<td>UPDATED:</td>
<td>10/7/2020</td>
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POSITION OBJECTIVES:
To provide leadership, strategic thinking and business acumen to work across the organization to define and drive the technology strategy and vision regarding infrastructure and architecture, vendor selection, application development and service management that supports the successful execution of our business strategy. To direct, maintain, and enhance a technology infrastructure that includes educational technology integration, network administration, and data management consistent with recommended best practices in order to provide a secure, responsive, and evolving technological foundation for 1) continuously improving student learning and academic achievement through the utilization of contemporary technological tools; 2) maximizing systems effectiveness and efficiency; and 3) overseeing and coordinating educational technology initiatives that enhance both teaching and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.
- Direct the planning and implementation of both systems and educational uses of technology at the union, district and building levels.
- Manage the programming functions for systems support, including systems design and implementation, testing and modifying, and documenting flow charts and operational procedures.
- Assist and provide leadership to educational technology integration representatives in setting and implementing goals related to the use of technology for instruction.
- Collaborate with the WCUUSD Administrative Team members in establishing and meeting action steps in technology for continuous improvement
- Serve as an active member on the WCUUSD Technology Committee.
- Establish priorities for the development and support of all technology functions.
- Supervise the selection, purchase, maintenance, and upkeep of hardware, software and support materials needed for both the educational and systems functions of technology.
- Develop and manage the technology budget for the WCUUSD and all of its members.
● Train, supervise, and evaluate all analysts, programmers, network administrators, and Educational Technology Integration Specialists assigned to the department.
● Oversee proper operation of all networks, systems, including virtualization and storage environment at the district and at the schools. Ensure that centralized and critical systems remain operational at all times.
● Manage and oversee the day-to-day activities and record keeping of the Technology Department.
● Develop, Maintain, and complete the Backlog of prioritized projects that the Technology Department has been tasked with or is leading.
● Report to local policy groups and school boards on appropriate activities that have taken place and the progress achieved in meeting union and district goals.
● Maintain contact with state and local organizations that support the use of technology for both the educational and systems functions of schools and districts.
● Develop application strategy for the district that leverages current technologies and best of breed market technologies that best deliver an exceptional student and educator experience.
● Act as a lead technology resource and advisor both for the supervisory union and its support functions.
● Maintain a communications network with appropriate people in the union and districts (participate in each building's technology committee as well as district committee).
● Provide in-service training to both professional and support staff members within the district by either conducting the training or coordinating the training to be done by others.
● Assist all staff in running technology programs that meet the needs of their job.
● Provide recommendations for the acquisition and distribution of technology-related coursework.
● Keep a district inventory of all equipment and supplies related to technology
● Attend appropriate regional and national workshops and conferences.
● Review national literature relating to both administrative and instructional technology and disseminate this information to others.
● Work cooperatively with central office administration, principals and directors in preparing a program evaluation as directed.
● Make recommendations to the Superintendent (or designee) concerning the employment, discipline, and termination of departmental employees.

SUPERVISION RECEIVED:
Reports to, receives direction from and evaluated by the Superintendent or the Superintendent’s designee.

SUPERVISORY RESPONSIBILITIES:
Manage, supervise, assign/direct and/or oversee the work of technology department staff (including Network Administrators, and IT technicians): Interview and hire staff; coordinate the training of new employees; oversee, plan and issue daily work assignments; monitor work in progress and check completed work; handle employee complaints, grievances and performance issues with input from the Director of Personnel, Policy and Legal Issues; evaluate job performance with the support/input of other WCUUSD Administrators and Network Administrators.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:
● Education and Experience. Bachelor's Degree or higher in computer science or a related field plus 5 years of educational experience, and 5 years of networking experience in a multi operating system environment, or a combination of education and experience from which comparable knowledge and skills are acquired. Minimum of 5 years’ supervisory experience.
• **Certifications and Licenses.** Valid Vermont driver’s license required. Holds or is eligible to hold a valid Vermont Professional Educator’s License with a Supervisors endorsement and Educational Technologist endorsement preferred.

• **Language Skills.** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

• **Mathematical/Reasoning Skills.** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and area. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra.

• **Computer Skills and Experience.** In-depth knowledge and skills related to information and educational technology, systems design, and programming. In-depth knowledge of both the administrative and instructional uses of information and educational technology in the school environment. Knowledge and experience with web design.

• **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

• **Additional Competencies.** The individual in this position must possess the following:
  - Dependability – being reliable, punctual, responsible and fulfilling obligations.
  - Self-Control – maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
  - Stress Tolerance – accepting criticism and dealing calmly and effectively with high stress situations.
  - Cooperation – being pleasant with others on the job and displaying a good-natured, cooperative attitude.
  - Concern for Others – being sensitive to others’ needs and feelings and being understanding and helpful on the job.
  - Attention to Detail – being careful about detail and thorough in completing work tasks.
  - Integrity – being honest and ethical.
  - Adaptability/Flexibility – being open to change (positive or negative) and to considerable variety in the workplace.
  - Independence – guiding oneself with little or no supervision, and depending on oneself to get things done.
  - Social Orientation – preferring to work with others rather than alone, and being personally connected with others on the job.