



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Technology	<b>Department:</b> Technology
<b>Immediate Supervisor's Position Title:</b> Superintendent	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the Superintendent, the Director of Technology is responsible for managing and overseeing the operations and staff of the district technology department and for providing strategic planning, direction and support in the acquisition and use of hardware, software, and networking of information used in school technology, decision making, curriculum integration, and technology training.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, researches and provides leadership in determining the direction and implementation of school technology projects, practices, hardware and software including student accounting, K-12 technology education, and technology integration.
  - a) Plans, formulates and develops the four year technology plan for the district in accordance with state mandate.
  - b) Researches best practices and products to meet and support the technology needs, mission and objectives of the district.
  - c) Collaborates and works with district administrators, staff, and users of technology in assessing needs, planning and identifying technology requirements of the district.
  - d) Works with technology staff to produce instructional and administrative materials.
- Oversees the operations and staff of the technology department.
  - a) Plans, organizes, and directs the implementation of both small and large technology initiatives.
  - b) Allocates resources and ensures technology project timelines and milestones are achieved.
  - c) Collaborates with district administrators, faculty and staff on determining people, processes and tools needed to successfully implement technology projects.
  - d) Prioritizes and assists in the troubleshooting of daily issues and concerns of users and technology operations.
  - e) Recruits, screens, interviews, selects, evaluates performance and initiates performance actions for both licensed and non-licensed technology staff.
  - f) Supervises and evaluates licensed Technology Integration Coordinators (Teachers on Special Assignment).
  - g) Oversees staff training and development.
- Oversees the evaluation, selection and purchasing of all district technology and telecommunications equipment.
  - a) Plans and prepares the technology budget.
  - b) Determines bid specifications and oversees technology bidding processes, if applicable.
- Works with the Director of Teaching and Learning to plan in-service activities in all areas of instructional and administrative technology.
- Acts as the primary contact for technology consultants and vendors. Establishes and monitors contract service contracts and delivery of services.

- Assists staff and provides hands on technical and integration support, as needed.
- Performs other duties of a comparable level or type, as required.
  - a) Attends training sessions, conferences, seminars, and serves on various district committees.
  - b) Keeps abreast of changing developments and trends in school finance and school operations.
- Attends work regularly and punctually.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	<b>less than high school diploma</b>		Bachelor's Degree required. Master's Degree preferred.
	<b>High school diploma or GED.</b>		
	<b>1 year college</b>		<b>Major field of study or degree emphasis:</b> Computer Science, Information Technology, Learning Technologies, Educational Technology, Instructional Technology, or a closely related area.
		<b>2 years college</b>	
	<b>3 years college</b>	<b>x</b>	
	<b>1st year graduate level</b>		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of instructional strategies, concepts, principles, methods, practices and trends dealing with issues of child development and instructional methods.</li> <li>• Knowledge of technology hardware and software, network management concepts and protocols, tools and equipment including telecommunications (voice/data).</li> <li>• Knowledge of supervisory and management fundamentals and principles.</li> <li>• Knowledge of district general administrative policies and procedures (i.e. purchasing, accounting, documentation, HR, budgeting.)</li> <li>• Knowledge of K-12 educational operations, mandates, and best practices for integrating technology to enhance school programs and operations.</li> <li>• Knowledge of office productivity software, student information, HR and financial software systems.</li> <li>• Fundamentals of teaching methods and concepts of adult learners of technology.</li> </ul>
	<b>2nd year graduate level</b>		
	<b>Doctorate level</b>		
<b>Required Work Experience in Addition to Formal Education/Training:</b> A minimum of five (5) years previous and directly related experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> Teaching/adminstrative license issued by the Minnesota Department of Education required.	

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<p><b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b></p>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Delegating, supervising, planning and prioritizing the daily activities of technology personnel.</li> <li>• Conducting needs assessments of technology support, training, overseeing the delivery of staff training and support.</li> <li>• Implementing and assisting district staff in the troubleshooting of network systems, telecommunications, web services, email, voicemail, and enterprise systems.</li> <li>• Planning, coordinating and implementing district technology plans, projects and programs.</li> <li>• Consulting with, advising, and collaborating with staff concerning issues, objectives, goals and strategies for the integration of technology throughout the district.</li> <li>• Planning and preparing technology budgets and overseeing the purchasing of all district technology.</li> <li>• Developing technology plans, projects and procedures including disaster recovery procedures, the design of security procedures, department documentation processes.</li> <li>• Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of district staff in the planning, integration and support of technology throughout the district.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Network Specialist	1
2	Applications Support Specialist	1
3	Technology Support Specialist	1
4	Mobile Web Technology Specialist	1
5	Technology Assistants	3
6	Assistive Technology Coordinator (Teacher on Special Assignment)	1
7	Technology Integration Coordinator (Teacher on Special Assignment)	2
<b>TOTAL</b>		10

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>  0

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b>  Work responsibilities are performed in a typical school setting. There are minimal hazards and risks associated with the performance of this classification.
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>		x		
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>		x		
<b>Stoop/kneel/crouch or crawl</b>		x		
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>		x		
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>		x		
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**  
 Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Description created 4/2007 by BCC. Updated and revised by ISD 110 Human Resources 4/2012, 12/2013, 9/2014.