

LA GRANGE HIGHLANDS SCHOOL DISTRICT #106

JOB TITLE: Director of Technology
JOB GOAL: Provide the infrastructure, software, and professional development required to facilitate a 21st Century learning environment.
REPORTS TO: Superintendent
QUALIFICATIONS: Illinois Teaching Certification with appropriate endorsements.
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Prepares long-range technology plan.
2. Develops regular, periodic usage and performance reports for the staff and Board of Education.
3. Assumes responsibility for the development and implementation of systems, procedures, and in-service training for the technology and education staff.
4. Develops effective organization for all technology related services.
5. Works with central office and school based personnel to:
 - aid in the selection of personnel,
 - prepare and file accurate federal and state reports and claims as required by each respective agency,
 - review and maintain all district contractual agreements with outside agencies.
6. Undertakes major responsibility for evaluation of all technology services, and promptly informs the Superintendent of all business services problems.
7. Assists in advising and reporting to the Board of Education matters concerning technology.
8. Anticipates technological services problems and provides appropriate recommendations concerning alternate courses of action.
9. In-service district-wide staff on the technology protocol, programs, resources and functions.
10. Coordinate long and short-term equipment purchase and replacement program.
11. Manage daily technology and technology-related functions.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Length of contract, salary, and benefits as established by the Board of Education.