GORHAM SCHOOL DEPARTMENT

TITLE: Director of Technology & Information Systems

QUALIFICATIONS:

1. A minimum of Bachelor's degree in Educational Technology or related field with Master's degree preferred.

2. Five years successful experience with technology in a public education environment with at least two years in a technology leadership role.

3. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: To provide leadership, direction, expertise and assistance in all aspects of technology for the school department and municipal offices.

RESPONSIBILITIES:

1. Knowledge of computers, related technologies, and resources that support Computer/Technology Skills Curriculum, Technology Competencies, and instructional integration of technology in K-12 education.

2. Knowledge of infrastructure requirements and components of local and wide area networks, Internet, intranets, and distributed learning.

3. Coordinates the development and implementation of the District's Technology Plan and outcomes, including periodic evaluation and recommend modifications as needed.

4. Chairs the District Technology Committee and provides leadership and direction when necessary.

5. Provides the support to teachers and administrators to facilitate the effective integration of technology into the curriculum and into school and district administration.

6. Supports district wide software applications.

7. Directs the operations of the District's Information Systems and Technology Department and Support team, including hiring, supervision and evaluation of staff.

8. Recommends technology protocols and modifications to existing protocols as needed.

9. Evaluates, recommends, implements and administers security protocol for the network, internet access and administrative software applications.

10. Evaluates, purchases and coordinates the setup and installation of software and hardware.

11. Maintains an inventory of district technology equipment, warranty information and software licenses to insure district compliance to copyright laws and guidelines.

12. Participates in technology conferences and professional growth activities to keep abreast of current and future trends in instructional technology.

13. Develops and administers the budget for the Information Technology Department in cooperation with Administrators and the Technology Committee and researches supplemental funding sources for education technology.

14. Develops and implements policies and procedures to safeguard the integrity and security of all District computer data including but not limited to backup procedures, network accounts and maintenance.

15. Performs other duties, which might be requested by the Superintendent.

WORK YEAR: Twelve-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012