TITLE: **Director of Educational Technology**

SUMMARY OF JOB DESCRIPTION:
Initiate, develop, implement, evaluate and coordinate instructional and administrative/management technologies and technology based programs throughout the District.

SUPERVISED BY: Superintendent

SUPERVISES:
Network Systems Engineer, Network Systems Specialist, Technology Program Specialist, Technical Support Specialist, Technology Support Assistant, Student Information Systems Assistant, Student Information System Administrator, Electronic Systems Specialist.

ESSENTIAL JOB ELEMENTS:

1. Prepare, coordinate, develop and evaluate the long range technology/information literacy plan which incorporates building based and District-wide plans, technology based initiatives, technology integration and information literacy strategies.

2. Provide leadership, to and coordinate the work of, the District and building level technology committees in the development, implementation and evaluation of technology.

3. Plan and provide District computer and technology training and staff development.

4. Make recommendations for the acquisition, implementation and maintenance of hardware and software at the District and building levels and manage district technology rotation plan.

5. Oversee an accurate inventory of technology hardware and software throughout the District and at individual schools in the District.

6. Coordinate the integration of technology and information literacy into the curriculum.

7. Develop and disseminate technology and information literacy information and communications throughout the District.

8. Inform parent/professional groups of the District's technology plans and initiatives.

9. Obtain outside funding by participating in grant planning and proposal writing.

10. Provide technical assistance and support to departments and buildings. (i.e. media centers, transportation and etc.)

11. Coordinate with schools and departments: the development, implementation and evaluation of administrative and instructional technology based systems.

12. Perform the functions of manager of email system, and FileMaker data bases.

13. Manage district application process for E-Rate funds and other technology related federal programs.

14. Direct and supervise technology department staff members.

15. Serves as a participating member of the District's Administrative Team who honors collegiality interactions and respects confidentiality of sensitive issues and topics.

16. Support and carry out the vision and mission of Eagle County Schools through decision making responsibilities focused on educational goals, instructional needs and customer service requirements. Provide organizational structure and support through determining, coordinating and communicating work and activities that create accountability and a positive work environment for departments and schools.

17. Perform other duties as assigned.

CONTACTS:

All staff, students, district patrons, Board of Education, professional organizations and associations, community agencies, general public, vendors, representatives of the County, State and Federal government, media and other school districts.

QUALIFICATIONS:

1. MA degree in pertinent academic area.
2. Minimum 5 years specialized experience with educational technology, including administrative systems.
3. Effective communication and interpersonal skills.
4. Supervisory and management experience.
5. Successful educational administrative experience.

WORKING CONDITIONS:

- Crouching
- Lifting-heavy to 100lb.
- Depth perception
- Near acuity
- Exposure to electrical shock
- Negotiating
- Far acuity
- Noise
- Feeling
- Reaching
- Field of vision
- Stooping
- Handling
- Synthesizing
- Hearing
- Talking
- Instructing
- Vibration
- Interpersonal skills