

**DIRECTOR OF TECHNOLOGY**  
(Job Description)

Qualifications: (1) Must have earned a master's degree or the equivalent leading to licensure as an Instructional Technology Coordinator; (2) Must have a background of experience, training or certification to provide leadership; (3) Must have the management and supervisory skills to advance technology services for the benefit of students and staff in the district; and, (4) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the District Administrator. Responsible to principals for coordinating the kindergarten through grade 12 instructional technology program.

Duties and Responsibilities: The Director of Technology shall plan, coordinate and direct the kindergarten through grade 12 instructional technology program. He/she shall:

1. Revise the district's technology plan and present the plan to the Board for approval every five years or as required. Monitor and report on the plan's implementation annually.
2. Organize and supervise a technology material and equipment distribution system for the district.
3. Prepare and present the technology budget for the district.
4. Coordinate and supervise the selection, purchasing and maintenance of instructional technology materials and equipment.
5. Keep an up-to-date inventory of instructional technology equipment.
6. Plan and develop policy recommendations in such areas as evaluation, selection, acquisition and usage of instructional technology.
7. Provide leadership to the district in planning and developing instructional technology services.
8. Provide consultant services to curriculum committees.
9. Provide direction and consultation in the use of instructional technology.
10. Provide for the instruction of staff and students in the area of instructional technology.
11. Manage the District's web page.
12. Ensure district compliance with software licensure requirements.
13. Investigate, evaluate and assist in the writing of technology grants, applications for federal funding programs, and applications for state funding programs.
14. Coordinate instructional and administrative technology.
15. Coordinate activities of outside vendors, consultants, and trainers.
16. Assist the Middle/High School Principal with maintenance, coordination and usage of the Distance Learning Classroom.
17. Perform any and all other duties prescribed by the District Administrator or Board.

Evaluation: The District Administrator shall complete an annual evaluation in accordance with Board policy.

Terms of Employment: An individual contract shall be issued by the Board annually for a 12-month period with an annual salary and fringe benefits, such as leaves and insurance, negotiated individually with the Board or its designated representative or committee and approved at a regular board meeting.

LEGAL REF:           Section 121.02(1)(q) Wisconsin Statutes  
                          PI 34, Wisconsin Administrative Code  
                          PI 8.01(2)(q)

CROSS REF:           538, Professional Staff Evaluation

APPROVED:           June 9, 1997

REVISED:            April 10, 2006