



Rockford Area Schools Job Description

Director of Technology

General Definition of Work

Performs difficult advanced technical work developing and maintaining the district's technology infrastructure, overseeing the technology budget, monitoring trends and developments in technology, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Business Manager. Departmental supervision is exercised over Technology Assistant I and II.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Provides leadership, direction and implements all district technology plans, policies, objectives and projects.

Manages and supervises the day-to-day operations of the technology department and staff.

Provides support and training to district personnel in the areas of office automation, student information systems, file management, website content and print management.

Collaborates with the District Director of Teaching and Learning and teaching staff to provide and support effective strategies and best practices for technology integration within the classroom.

Performs student information system database and data mining administrative duties.

Performs website administrative duties including content and design.

Oversees the evaluation, selection and purchasing of district technology and telecommunications equipment (servers, hubs, routers, workstations, phone systems and AV equipment); manages the technology budget; determines bid specifications and quoting process.

Oversees account management in all internal and web based systems, applications and curricular resources.

Keeps abreast of changing trends and developments in technology with an emphasis technology and education.

Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; comprehensive knowledge of hardware and software installation and maintenance manuals; general knowledge of architectural drawings; ability to conduct performance appraisal and deliver presentations; comprehensive knowledge of technology plans and department reports; thorough knowledge of standard office equipment, computer hardware (servers, desktops, laptops, tablets, smartphones) and related software; thorough knowledge of photo and video editing software; thorough knowledge of audio and visual presentation systems; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience

Master's degree with coursework in computer science, information technology, or related field and extensive experience supervising technology operations, preferably in an educational environment, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing,



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stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Infinite Campus System Administration Training