

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Director of Technology Services**

Reports to: Chief Information Officer; Information & Technology Services

### **POSITION SUMMARY**

Directs the development and delivery of an infrastructure for integration of technology and curriculum into classroom teaching, learning, and non-instructional District operations. Supports the District's standards for student achievement through technology.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- D 15% Provide technology leadership, expertise and support to school staffs and District personnel in the effective use and implementation of technology.
- D 15% Provide direct supervision of Technology Services staff in implementing District-wide instructional and non-instructional technology standards.
- M 10% Collaborate with District Administrators to align educational vision, BOE Core Values, & standards implementation with instructional technology strategies.
- M 10% Collaborate with building administrators and steering committees to develop & implement technology plans that align with BOE Goals and Executive Limitations.
- M 10% Plan, deliver, & supervise professional development activities in the area of educational technology and informational literacy.
- W 10% Research, collect, develop and disseminate resources to increase the use of educational technology.
- W 10% Foster coaching relationships with school-based personnel to increase their use of educational technology to enhance student achievement.
- W 5% Oversee project management of applications, workstation hardware, communications infrastructure, and other computing equipment.
- A 5% Administer the Educational Technology Grant Program.
- A 5% Attends conferences and/or trainings to remains current on educational technology innovations and advancements.
- 5% Performs other related duties as assigned or requested.

### **MINIMUM EDUCATION OR FORMAL TRAINING**

Masters Degree in Education or Instructional Technology.

## **MINIMUM EXPERIENCE**

Eight years experience with K-12 educational technology integration, and development of technology systems that support instruction.

Advanced experience in managing voice, data, computer architecture, and video communications systems utilizing various infrastructure components and technologies.

Advanced experience in design, costing, implementation, and maintenance of technology and instructional systems.

Advanced experience in project management with budget authority in excess of \$2MM.

## **SKILL REQUIREMENTS**

Strategic and visionary skills with sound technical and analytical abilities.

Strong leadership skills with group facilitation, planning, problem solving, & coaching.

Advanced oral and written communication and interpersonal skills.

Ability to work effectively in administrative team situations.

Operating knowledge of and experience with Windows and Macintosh operating systems.

Knowledge of Internet for instructional application.

## **GENERAL EXPECTATIONS**

Is flexible.

Has the ability to effectively communicate with the school district community.

Maintains a generally positive attitude.

Observes all District policies and procedures.

## **LICENSES OR CERTIFICATION**

- ◆ Possess or be eligible for a Colorado Professional Teachers License
- ◆ Valid Colorado Driver's License

## **ESSENTIAL ENVIRONMENTAL DEMANDS**

Mostly clean and comfortable.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Daily travel throughout 900 sq mi school district, requiring personal vehicle.

Occasional lifting of 10 -20 pounds.

Frequent sitting, bending, stooping, walking, standing, kneeling, squatting, and reaching.

**SUPERVISORY DUTIES:** Thirty professional, technical, and certified technology support staff.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*