

# WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## Director of Technology Position Description

**LOCATION:** Central Office

**JOB CATEGORY:** Professional

**PAY GRADE:** Grade 31

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:** Superintendent

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Implements and coordinates the technology programs in grades K-12. Develops and supervises instructional programs in technology within the broad policies set down by the Virginia Board of Education, Department of Education, and the Warren County Public School Board policies and administrative procedures. Supervises technology department staff. Coordinates the collaborative development of a division-wide information plan, focusing on data analysis for improving classroom instruction, meeting state and federal reporting requirements, and meeting data needs of other Central Office departments.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Coordinates and supervises the instructional technology programs in K-12;
- Directs the purchase of hardware, software, networking infrastructure, and services related to technology;
- Assures that WCPS employees receive prompt and professional service for technology needs;
- Supervises and evaluates all employees of the Technology Department and assigns appropriate tasks to each;
- Maintains accurate budget records and examines, recommends, and develops budget requests for technology hardware, software, telecommunications infrastructure, services, and personnel;
- Coordinates data storage and retrieval for reports to the Virginia Department of Education and the United States Department of Education;
- Coordinates administrative technology;
- Fulfills all financial responsibilities for grants, awards, and

initiatives that are related to the technology programs including the e-rate program;

- Stays informed on the latest technologies, research, practices, methods, and programs in instructional and administrative technology;
- Leads the development and implementation of a county-wide technology plan and updates this plan regularly;
- Leads the development and implementation of a county-wide information management plan;
- Utilizes current information in staff development and in-service activities in coordination with the Director of Personnel throughout the school division, using resource contacts as appropriate;
- Attends school board meetings and prepares such reports, as requested by the Superintendent;
- Coordinates, along with the Testing coordinator, all online assessments;
- Plans for and administers the Division's internet and e-mail systems including the division website;
- Provides leadership to teachers and administrators in promoting the use of technology for instruction;
- Assists School Board members in the use of technology necessary for Board meetings;
- Provides demonstration teaching when requested by building administrator(s) or teachers;
- Participates in school and community functions that aid in promoting and explaining the technology programs;
- Assists all Central Office and school administrators in the use of technology;
- Serves as a consultant to building administrator(s) and supervisory staff in areas of expertise;
- Cooperates with other staff members in promoting a positive organizational climate;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Maintains licensure at the state and/or national level;
- Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- Performs related duties as assigned by immediate supervisor(s) in accordance with the school/system policies and practices.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Candidate must have demonstrated ability and professional and personal characteristics necessary for working effectively with school personnel and members of the community. The ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, teachers, administrators, students, and community members is required.

### **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university. Successful experience in public education as a teacher and/or administrator is preferred.

### **SPECIAL REQUIREMENTS**

Candidate must possess personal skills reflecting flexibility, cooperation, and concern for the human element of education. Must be able to provide own transportation to school-related functions and schools throughout the division. Frequent operation office equipment is required. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: offices, computer labs, and classrooms. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment such as technology equipment weighing up to approximately 50 pounds may be required. Frequent operation of a vehicle and office equipment is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. The ability to work with a computer (keyboard, monitor) for extended time is mandatory. Regular contact with other staff members and administration is required. Frequent contact with vendors and technology representatives by phone and in person is necessary

### **EVALUATION**

The Superintendent will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.