ZANESVILLE CITY SCHOOLS DISTRICT
JOB DESCRIPTION

TITLE:	**DIRECTOR OF TECHNOLOGY**	REPORTS TO:	Director of Operations

TRAINING QUALIFICATIONS
- A degree in appropriate field.
- Minimum of three (3) years of experience in leadership position directing technology initiatives in public school systems, private or corporate environments, or the armed forces.
- And/or any additional qualifications, training or other credentials, as determined by the Board of Education.

REQUIRED SKILLS AND ABILITIES
- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts.
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

PERSONAL QUALIFICATIONS
- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

JOB GOAL
The Coordinator of Technology has primary authority and accountability for the District's educational and administrative technology. He/she will lead strategic efforts to utilize technology in support of the District's mission and operations. He/she will articulate a compelling vision for technology and build the necessary support, both internally and externally, to realize the vision. He/she will evaluate, maintain and enhance current systems and practices, while providing direction in all technology-related issues.

WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS

Board Approved --09/20/2016

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

DUTIES AND RESPONSIBILITIES
1. Facilitate the process of priority setting and decision-making for meaningful and effective uses of technology in support of the district's strategic goals.
2. Lead infusion of innovative technologies into all aspects of education.
3. Develop and maintain an understanding of assessment, curriculum and instruction, including their interdependent relationship and how technology can support them.
4. Work with key system leaders, people networks and departments to identify steps needed to meet strategic goals.
5. Work with key system leaders, people networks and departments to identify budget and funding mechanisms needed to meet strategic goals.
6. Know the current goals of the school district and align your team's work with those goals.
7. Have strategic understanding and working knowledge of all district systems (e.g., instruction, assessment, finance, facilities, transportation, security, food service and others) in order to provide leadership regarding how technology can support them.
8. Participate in the monitoring, reporting and evaluation efforts of the district's educational technology plan
9. Communicate to stakeholders' appropriate ethical and professional behavior for technology use in the district.
10. Demonstrate knowledge of vulnerabilities and issues pertaining to the safety of students and staff
11. Actively participate in the policy development process and ensure policy supports a high-performing learning environment.
12. Facilitate equitable access to technology resources for all stakeholders.
13. Plan for and coordinate on-going, purposeful professional development.
14. Stay abreast of state and national standards, benchmarks and frameworks for technology literacy.
15. Promote the application of technology to address the diverse needs of students and maximize student learning.
16. Analyze the structure and organizational chart of the technology department relative to its ability to address the district strategic plan.
17. Deploy staff to best address the district improvement plan and meet its goals.
18. Collaborate with stakeholders to create a vision for how technology will support the district's strategic goals.
19. Build and leverage effective partnerships with organizations that benefit district stakeholders.
20. Direct and coordinate use of email, district web sites, Web tools, voicemail systems and other forms of communication.
21. Have working knowledge of various communication tools and techniques.
22. Be knowledgeable about emerging technologies to enhance communication.
23. Utilize knowledge of funding sources available to the district and appropriately leverage them to meet district and programmatic goals.
24. Develop and manage budgets, both annually and long-range.

25. Make effective purchasing decisions following relevant laws, policies and guidelines.
26. Direct, manage and negotiate with vendors and business partners.
27. Direct, coordinate and ensure implementation of all tasks related to selection and purchasing (RFPs, purchasing guidelines, etc.).
28. Performs other duties as assigned.

TERMS OF EMPLOYMENT	260 Contract Days