

Job Title: DIRECTOR OF TECHNOLOGY

Qualifications: B.S. degree or higher in Computer Science or related subjects, five years' experience in a networked computer environment, demonstrated competence in the use of computers and networks, two or more years of experience at the district or SAU level, strong interpersonal and communication skills, such alternatives to the above qualifications as may be appropriate and acceptable

Reports to: Superintendent

Supervises: Network Administrator and Technical Support Specialist

Job Goal: Manage, coordinate and support the Hinsdale School District in technology and telecommunications.

Type of Position: 12 Month **Wage:** approved by Hinsdale School Board

Hours per week: Exempt **Length of Contract:** approved by the Hinsdale School Board

Responsibilities:

- Coordinate and assist Hinsdale School District in the creation and implementation of long range technology plans for the administration of student information, communications and support of curriculum.
- Research and advise the district on the most current technological advances that are economically feasible for school and office application
- Manage and direct the computer technology and telecommunication resources including E911 compliance of the District.
- Maintain and oversee all District level software functions
- Coordinate and assist in technology professional development and staff orientation needs with the administrative team.
- Develop in conjunction with building level administrators, and monitor compliance with, technology-related policies and procedures, in accordance with state and federal guidelines.
- Develop, oversee, and supports new initiatives such as distance learning for students and staff.
- Maintain proficiency with the network and operating systems used within the District, keep abreast of emerging technologies, and maintain professional memberships.
- Manage the district security systems, including door access and cameras.
- Collect and upload student information for online testing (such as: NWEA and NHSAS)
- Coordinate the purchases of new equipment and software, recording warranties and software licensing.
- Develop replacement, recycle and upgrade schedules for hardware and software to meet the needs of students, staff, curriculum, administration and community.
- Supervise and coordinate projects that require installation of hardware and software.
- Research and negotiate large-scale technology purchases and contracts following the Hinsdale School Board policy.
- Attend state meetings and state functions and organizations relating to technology. Attends monthly meeting of the Hinsdale School Board.
- Oversee the collection and submission of student and staff data (ADM, ADA, demographics, courses, ELO, CCR, Free and Reduced etc.) to the NHDOE (i4see).
- Manage the district's student and administrative networks/internet.
- Communicate and collaborate with district staff regarding technology related issues.
- Completes the BOY (Beginning of Year) and EOY (End of Year) process within PowerSchool.
- Schedules students for courses in grades K-5 in PowerSchool.
- Manage permissions and users at the NHDOE Single Sign On portal for the District. (i4see, Grants, EIS, ESS, School Safety etc.)
- Manage and oversee security and privacy for student and employee data, as well as maintenance of the District's data governance plan.
- Functions in the role of District Information Security Officer (ISO)
- Coordinates with end users on the use of websites requiring PII (Personally Identifiable Information).
- Coordinates with the data privacy consultant to acquire DPAs (Data Privacy Agreements) for websites, when appropriate

- Develop and submit the district's technology budget and assist in the development of building level technology budgets. Help ensure the school level and district budgets adequately support the district's educational and administrative technology goals.
- With the assistance of the Network Administrator, ensure that the District's technology systems, network and communications infrastructure is operational, high functioning and meets all needs of the district and its users. Plan, design, budget, and implement upgrades as necessary to ensure the efficiency, security and integrity of all systems and data.
- Support the professional development needs of the technology department so that they can be successful in their roles and responsibilities.
- Oversee the management, maintenance and organization of the district and school websites in collaboration District and school level administrators.
- Perform any duty assigned by the superintendent in accordance with local school board policy, state statutes, and rules of the State Board of Education

EVALUATION: Performance of this job will be evaluated on yearly basis by the superintendent

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS CONSIDERATIONS

Lift up to 10 lbs: Frequently required
 Lift up to 25 lbs: Occasionally
 Lift 26 to 50 lbs: Rarely
 Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
 CARRY 11 to 25 lbs: Occasionally
 CARRY 26 to 50 lbs: Rarely
 CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally
 REACH at shoulder height: Frequently required
 REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

OTHER PHYSICAL

Twisting: Occasionally
 Bending: Occasionally
 Crawling: Rarely
 Squatting: Rarely
 Kneeling: Rarely
 Crouching: Rarely
 Climbing: Rarely
 Balancing: Rarely

WORK SURFACES: (describe)

Composite desk
 Carpet/tile floors
 Computer keyboard/screen

DURING AN EIGHT HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

HAND MANIPULATION

Grasping:	Occasionally
Handing:	Frequently required
Torqueing:	Occasionally
Fingering:	Frequently required

Environment: Inside: 98% Outside: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.
Hearing: Necessary for receiving information and instructions.
Sight: Necessary to do job effectively and correctly.
Tasting & Smelling: Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children
Cleaning products

I have reviewed this job description and am in acceptance of its parameters.

Employee

Date _____

District Representative

Date _____

10/14/2020