

JEFFERSON COUNTY SCHOOLS
Job Description

POSITION: Director of Technology
IMMEDIATE SUPERVISOR: Deputy Superintendent of Operational Support
FLSA STATUS: Exempt
EMPLOYMENT TERM: Minimum 261 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by JCBOE
SALARY: Pursuant to WV Code §18A-4-2, in accordance with Jefferson County Teacher Salary Schedule, commensurate with experience and education level to include Director stipend.
EVALUATION: Performance in this position will be evaluated by the Superintendent and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

JOB SUMMARY:

Leadership & Professional Development:

- Develop and implement a strategic vision for the use of technology in the district in both the instructional and operations systems.
- Support the carrying out of Jefferson County Schools' strategic plan.
- Maintain knowledge of and communicate current research findings and forecasts related to the effective use of technology in the school's educational program.
- Provide current, cutting-edge information to support decision-making on academic and administrative technology matters.
- Serve as the primary leader for instructional technology initiatives, developing rollout strategies, planning and conducting teacher training, and communicating with and presenting to students and parents as the program is launched.
- Partner with building administrators regarding technology initiatives including annual review of IT usage data from walk throughs. Including developing changes in curriculum design and delivery in conjunction with administrators
- Maintain knowledge of WV legislative initiatives and any effect they may have on the staff of Jefferson County Schools.
- In collaboration with the Deputy Superintendent of Instructional Support or designee; oversee professional development of staff on the integration of technology into the curriculum. Will also at times provide direct professional development.
- Ensure that all educators have access to the appropriate tools for 21st century learning.
- Focus on ensuring that network and other technology resources are used safely and responsibly rather than limiting access.
- Supervise the system wide implementation of WVEIS

Management:

- Evaluate the performance of technology department employees and oversee training and support to enhance contributions.
- Oversees the delegated responsibility of designing, developing, analyzing and enhancing school district based programs and applications
- Oversees the delegated responsibility of isolating, researching and resolving complex problems or issues for critical district applications (in particular technology programs between Human Resources and Finance that support the operational functioning of the school system and affect the employee experience).
- Explore contracting with cloud-based and out-sourced services and negotiate advantageous contracts when appropriate.

Procurement & Budgeting:

- Effectively allocate and manage resources to support strategic priorities and initiatives.
- Provide leadership in the purchase and acquisition of new technology and equipment. Consults with appropriate stakeholders to coordinate, evaluate and recommend and purchase new technology and equipment. Including development of consistent programming across the district for instruction.
- Possess the understanding of industry-standard related practices and procedures of regulations and guidelines as they relate to the purchase and use of software (specifically copyright laws and the use of licensed equipment and materials.
- Develop and monitor annual instructional technology and technology operations budget in cooperation with appropriate stakeholders.

Professional Responsibilities

- Professionally represent Jefferson County Schools in interactions with parents, community, staff, and students and resolve conflict in a professional manner.
- Comply with applicable Jefferson County, West Virginia, and federal laws, rules and regulations.
- Respond willingly to emergency situations outside of the standard work schedule.
- Perform other duties as assigned by the Superintendent.

QUALIFICATIONS:

- Advanced Degree in Educational Technology or related field preferred. Prefer candidates that have held a valid teaching license and taught in a K-12 environment during career.
- Possess or be willing to obtain ELI certification for supervision of West Virginia educational employees
- Strong preference for candidates who have experience with the West Virginia Education Information System. At a minimum candidate must be willing to attend training for proficiency on WVEIS
- Preferably have experience working with iPads and other mobile devices in education.
- Experience with a range of software, hardware, and operations systems (Windows, Mac, IOS).
- Proven record of accomplishment in technology planning and technology personnel management, ideally in a K-12 academic setting.
- Experience preparing and managing budgets.
- Proven track record of integrating technology into a classroom setting.
- Proven track record of effective project management.
- Strong verbal and written communication skills.
- Proven track record of supervising and mentoring technical employees to high performance.
- Broad knowledge of industry standards and best practices in the use of technology in schools, including NAIS Principals of Good Practice on Technology and International Society for Technology in Education National Technology Standards (ISTE NETS)
- Professional presence and service orientation.

Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

To perform this job successfully, an individual must be able to perform each essential duty 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.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 30 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.