



**POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
March 2014**

SECTION I: GENERAL INFORMATION

Position Title: Director of Technology Services	Department: Technology
Immediate Supervisor's Position Title: Director of Administrative Services	FLSA Status: Exempt
Band/Grade/Subgrade:	Bargaining Unit: Non Union Administrators Director
Job Summary: Under the direction of the Director of Administrative Services, the Director of Technology Services leads the planning, implementation, review, and evaluation of technology to facilitate the District's educational mission and vision.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Establish, implement, articulate, institutionalize, and evaluate the vision for technology as an accelerator of student learning.
Percent of Time:	50	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Leads the District Technology Steering Committee to collaboratively establish the District's technology vision and implementation action plan • Coordinates with the Director of Administrative Services to plan the financial resource parameters to implement the technology vision • Coordinates with the Director of Teaching and Learning to ensure integration of District technology with curriculum and staff development plans • Works with building level technology committees to facilitate District-wide fidelity of the technology plan while allowing for necessary differences based on individual school conditions • Facilitates planning of large and small scale initiatives to support the District's technology plan implementation • Facilitates an annual review of the impact and effectiveness of the District technology plan's implementation 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Facilitate the professional development required to support the District's technology vision.
Percent of Time:	22.5	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Facilitates annual professional development needs analysis based on the components of the District technology plan to establish key priorities for training Coordinates with the Director of Teaching and Learning to plan and schedule annual district-wide technology components of the District staff development plan Coordinates annual summer Tech Boot Camp professional development series Coordinates with building Media Specialists to facilitate regularly scheduled building-level training Facilitates annual review of impact and effectiveness of the District's technology professional development plan Coordinates with building Media Specialists to provide instructional technology integration support for faculty and staff 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Manages the District's technology support staff to ensure reliable technology that allows the realization of the District's technology vision and supports the day-to-day instructional needs associated with that vision.
Percent of Time:	22.5	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Manages and directs the District's technology support staff's daily priorities and activities in an effort to provide reliable access to computing that supports the District's mission and vision Participates as an active member of the technology support staff, providing instructional support to staff and students across the District as needed Annually evaluates the District's technology reliability and support through stakeholder surveys and support staff evaluation 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Awareness of other District technology needs, not directly related to the instructional program but necessary for District operation Serves on District committees and task forces as needed 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Bachelor’s Degree required. Master’s Degree preferred
	High school diploma or GED.		
	1 year college		Major field of study or degree emphasis: Education, education technology, or educational leadership
		2 years college	
	3 years college	x 4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Expertise in how technology can accelerate educational objectives • Prolific relationship builder with expertise in interpersonal skill development • Expertise in planning and implementing small and large scale projects that can impact multiple stakeholder groups • Expertise in facilitating change in a school environment • Expertise in managing and motivating people • Understanding of how to collaborate with vendors, staff, and administration to solve problems • Expertise in adult learning strategies in order to effectively train staff
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: <ul style="list-style-type: none"> • K-12 teaching experience preferred • K-12 leadership experience preferred 			
Required Supervisory Experience: <ul style="list-style-type: none"> • Previous supervisory experience preferred 			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: <ul style="list-style-type: none"> • K-12 teaching license required, administrative license preferred 	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Interpersonal relationship development • Collaborative leadership • Organizational psychology • Systems planning and administration • Delegation of appropriate duties as needed • Needs assessment and evaluation • Self awareness • Technology systems and their relationship to teaching, learning, and youth 	

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Network Manager	1
2	Technology Specialists	2
3	Workstation Specialists	2
TOTAL		5

INDIRECT SUPERVISION:**Number of employees indirectly supervised: 0****Total: 0**

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit		x		
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
	x			

more than 100 pounds				
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to life, carry, push, pull, or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head **Date**

Signature – Human Resources **Date**

Classification History: