

MORRIS SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: DIRECTOR OF TECHNOLOGY

REPORTS TO: Superintendent of Schools

QUALIFICATIONS:

- ☐ Masters of Art in comparable area preferred
- ☐ Excellent interpersonal and communication skills
- ☐ Ability to create computer programs which provide assistance for and/or administrative decision-making
- ☐ Working knowledge of multi-media instructional and administrative systems
- ☐ Demonstrated supervisory experience in prioritizing and scheduling technical assistance for large organizations
- ☐ Training and work experience in WAN and LAN installation, management and maintenance in a large organizational setting
- ☐ Ability to oversee the management of Internet services for a large organization
- ☐ Working knowledge of phone systems and voice over IP technology

RESPONSIBILITIES:

1. Function as a member of the Superintendent's cabinet and as technical advisor for other members of the administrative team.
2. Supervise the Network Administrators, the AV/Computer Technicians, Data Processing Specialist and related support staff.
3. Annually review, evaluate and update the Morris School District Technology Plan.
4. Annually review, evaluate and update Morris School District policies related to technology and the use of technology in the schools by students and staff.
5. Establish and maintain a consistent system security for all technology.
6. Annual review district-wide procedures and criteria for the acquisition, maintenance and evaluation of all technological hardware and software.
7. Annually develop and implement the district-wide budget for technology.
8. Develop bids specifications for the purchase of hardware, software and other technologies.
9. technology software and      Annually evaluate, revise and appropriately implement the district-wide and staff development plan. Also provide direct training for hardware, other technologies.
10. compiling, district      Develop, implement and monitor programs, which assist the staff in organizing, processing and reporting district demographic data and performance data.
11. (phones, voice      Oversee the management of district/building telecommunications lines mail and fax lines).

12.                                      Serve as the Morris School District representative to county-wide consortiums, State Department of Education technology related activities and other appropriate technology related activities.
13.                                      Serve as the technological consultant for the incorporation of technology into all revised and new curriculums.
14.                                      Pursue grants and/or serve as technological consultant for grants and related funding activities related to technology and technological services.
15.                                      Disseminate technology-related information throughout the district via newsletters, in-house bulletins and appropriate presentations.
16.                                      Assume personal competence through appropriate training related to Morris School District technological needs.
17.                                      Performs other duties and responsibilities as assigned by the Superintendent of his designee.

#### CONTRACT TERMS

OF EMPLOYMENT: Twelve months.

Revised:            April 7, 2014  
Approved:        August 24, 1992  
Revised:           June 29, 1998  
Revised:           June 9, 2003  
Revised:           January 9, 2012  
By:                Board of Education  
                      Morris School District