

Director of Accountability/Technology Qualifications/Duties

Position Title: Director of Accountability and Technology
Immediate Supervisor: Director of Schools
Issued Date: 10/08/01

POSITION SUMMARY

To provide administrative leadership in the development, implementation, and support of the district's administrative and instructional accountability/technology program. To serve as a member of the district Administrative Team. To assess district accountability/technology needs. To communicate relevant information about district accountability/technology on a local, state, and national level. To provide leadership and expertise in acquiring and implementing hardware, software, and networking equipment. To work with appropriate personnel to develop effective strategies for integrating technology with the teaching process. To work with appropriate personnel to develop and implement staff development and training for district personnel. To advise the Director of Schools in all matters related to educational and administrative accountability/technology.

EDUCATION AND EXPERIENCE

Valid Tennessee teacher license with administrative endorsement.

Five years successful classroom teaching experience.
Masters Degree

QUALIFICATIONS

Demonstrate the ability to:

Work cooperatively with district administrators, principals, and teachers,
Maintain confidentiality of information associated with position,
Communicate effectively in both oral and written format,
Type at acceptable speed and accuracy levels,
Manage large operating technology budget,
Develop and implement effective strategies for technology integration at all levels,
Stay current in accountability/technology education trends and best practices,
Develop and implement effective staff development activities,
Supervise educational professionals, technical and support staff,
Work as a member of the Administrative Team,
Account for technology equipment and software,
Reason and make good judgements,
Present information effectively in verbal and tabular format,
Perform the essential functions and requirements of the job, and
Meet satisfactory health standards.

ESSENTIAL FUNCTIONS

Work with the Director of Instruction to create and implement ongoing accountability/technology staff development program for professional and support personnel.

Assist principals and teachers in planning, developing and implementing school-level accountability/technology staff development plans.

Supervise the development and implementation of the district's technology plan.

Develop technical specifications for bids and procurements.

Actively oversee installation of technology equipment and software.

Plan, organize, direct, critique, and evaluate work for technical personnel and EIS Clerk.

Oversee and recommend technical personnel and EIS Clerk professional development.

Foster community relationships in regards to matters of technology.

Stay knowledgeable in current educational accountability/technology trends and research.

Prepare and manage district technology budget.

Authorize expenditure of technology funds.

Prepare and deliver oral and written reports to the Director of Schools and Board of Education.

Research and recommend the acquisition of hardware and software for existing and emerging technologies.

Provide consultation to the Director of Instruction for technical strategic initiatives for integrating accountability/technology with the curriculum.

Plan, schedule and manage overall projects and operations of the district's information technologies including, but not limited to, student data management (EIS) and instructional/administrative information requirements.

Manage technology requirements for newly constructed facilities and ensure inclusion of such requirements in architectural designs.

Develop procedures, operating guides and other documentation necessary for efficient and effective use of technology.

Supervise the flow of work orders to ensure that technical repairs are completed on schedule.

Maintain active participation in professional organizations, state and local technology consortiums, seminars and conferences related to technology.

Maintain technology equipment and software inventory.

Serve as testing coordinator for the district.

Develop and implement a plan for systematic policy review and prepare all new policies and all revisions to existing policies for submission to the director of schools and the Board for approval.

Serve as advisor to the board, director of schools and staff on all matters concerning school board policy.

Act as the Board's or director of schools representative in the absence of the director of schools in accordance with board policy.

Coordinate the annually revise the school district handbook.

Attend all School Board and Administrative Team meetings.

Act as Title IID administrator.

Act as Title IVA administrator

OTHER RESPONSIBILITIES

Performs other work duties or responsibilities as assigned by the Director of Schools.

PHYSICAL ABILITIES

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

- Lifting, carrying, pushing, and/or pulling.
- Climbing and/or balancing.
- Stooping, kneeling, crouching, and/or crawling.
- Reaching, handling, and/or feeling.
- Talking and/or hearing.
- Seeing.