

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

---

**TITLE:** **EXECUTIVE DIRECTOR OF TECHNOLOGY FOR QUAD DISTRICTS**

**QUALIFICATIONS:**

1. Master's Degree in math or technology related field
2. Experience with computer hardware, software, networks, and websites
3. Teaching Certificate
4. Supervisor Certificate
5. Principal Certificate preferred
6. School Administrator Certificate preferred
7. Required criminal history check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** LEA: Superintendent of Schools. Evaluated with input from Quad District Superintendents

**ESSENTIAL JOB FUNCTIONS:**

1. Establishes a K-12 vision for technology for the Quad Districts.
2. Assists in the development of specifications for remodeling projects and new construction related to technology.
3. Establishes procedures for the selection and purchase of instructional materials, supplies, and equipment related to instructional technology integration.
4. Recommends and establishes specifications for instructional hardware (workstations) and ancillary equipment for technology use in districts.
5. Participates in county, state, and national technology organizations.
6. Keeps abreast of developments in instructional technology and provides information to interested parties.
7. Assists in the recruitment, screening, hiring, assigning and evaluation of technology designated staff.
8. Assists in the development and coordination of the Quad Districts' technology budget and obtains price quotes for purchases related to instructional technology. Special consideration should be given to finding efficiencies and sharing costs across the four districts.
9. Maintains required technology state reports; collates and reports on collected information.

10. Coordinates the updates and modifies the Technology Plan as required by the state.
11. Guides the development, implementation, and evaluation of staff development programs as they relate to technology.
12. Provides the necessary staff development and skill enhancement activities to support the needs of the district.
13. Maintains instructional software inventory and oversees licensing procedures.
14. Develops policies, standards and procedures for classroom technology use.
15. Responsible for developing and maintaining websites.
16. Have working knowledge of routers and switches and their configuration in the networks.
17. Assist in the installation of network drops as the need arises.
18. Assist with configuring new network equipment if needed.
19. Directs and works with Network Technicians in maintaining and updating all servers.
20. Assist in maintenance of hardware and software.
21. Oversee backup of all servers.
22. Assist in troubleshooting and repair of laptop and desktop issues as they arise.
23. Assist staff with software/hardware issues.
24. Oversee database of computer inventory.
25. Assist in monitoring of computer networks.
26. Experience in MacOS, iOS, Android and Windows.
27. Create and monitor a work order system for staff use.
28. Maintain all student information and emergency systems.
29. Perform other appropriate duties as may be assigned.

**TERMS OF EMPLOYMENT:** Per negotiated agreement between the Executive Director of technology and the LEA.

**EVALUATION:** Annually by the Superintendent of Schools of the LEA with input from the Quad Districts Superintendents

BOE APPROVED: 10/2/17  
2<sup>nd</sup> Reading: 10/16/17