Educational Technology Director

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Director of Educational Technology

QUALIFICATIONS:

- Master’s degree in educational technology or related field preferred;
- Maine Department of Education certification as an assistant building administrator (045) or higher preferred;
- Successful experience as a Technology Director or similar position preferred;
- Successful experience as a classroom teacher preferred;
- Experience in budget development and management;
- Knowledge of network design and maintenance, G Suite, PowerSchool, website design;
- Excellent oral and written communication skills;
- Demonstrates skills in team management;
- Demonstrates positive collaboration with others;
- Demonstrates knowledge of current research, theory, and pedagogy as it relates to computer science and digital technology;
- Demonstrates knowledge of adaptive technology;
- Displays a philosophy that is compatible with that of the school department.

REPORTS TO: Superintendent of Schools

SUPERVISES:

- In collaboration with town Technology Director, supervises and evaluates data facilitator(s), network and systems administrator(s), and technology support specialist(s);
- Supports school administrators on the supervision/evaluation of the technology integrators and computer science and technology teachers.

JOB GOAL: To provide leadership, coordination, and innovation in the development and implementation of a comprehensive K-12 technology education program.

PROFESSIONAL RESPONSIBILITIES:

- Educational Leadership

- Provides vision and leadership for developing and implementing educational technology initiatives, including through serving as a member of the district administrative team;
- Co-chairs the Technology Committee and oversees the development of a long-range technology plan for the use of present and emerging technologies designed to improve the teaching and learning process;
- Coordinates development and implementation of district computer science and digital technology curriculum and program in partnership with the Assistant Superintendent.
- Provides leadership and serves as a resource for district staff in the area of technology and helps facilitate effective integration of technology in instruction;
- Evaluates on an annual basis the overall computer science and digital technology educational program of the district and makes resultant recommendations regarding the program to the Superintendent.

- Communications/Community Relations
  - Interprets the philosophy of educational technology to staff, students, and the community at large;
  - Reports as requested to the School Board on the status of the technology plan and technology use in the schools;
  - Acts as the district's technology liaison with parent groups and statewide technology organizations and initiatives.

- Professional Development
  - Coordinates professional development as it relates to technology in partnership with the Assistant Superintendent;
  - Oversees the technology-related onboarding and exiting of staff.

- Budgeting/Program Funding
  - Develops and manages the district-wide technology budget;
  - Researches and develops supplemental funding proposals for the district (e.g., grants, E-rate).

- Administration/Organizational Management ? Oversees the school department's website;
  - Coordinates the evaluation, purchase, distribution, and repair of technology equipment and materials in alignment with district goals;
  - Maintains an inventory of technology equipment and materials for the district;
  - Ensures school systems and users follow security best-practices and adhere to applicable laws and regulations including FERPA requirements.
  - In collaboration with the Town Tech Director, develops and implements procedures to safeguard the integrity and security of all district devices including network security, back-up procedures, and maintenance;
  - In collaboration with the Town Tech Director, oversees the administration of district network services, serves as liaison with contracted maintenance vendors, and coordinates on-site technicians' work;
  - Meets regularly with district technology staff.

- Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Year-round position with rate of pay and benefits as established by the School Board.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent in accordance with the district's policy on evaluation.

APPROVED: June 13, 2006 (*as Technology Coordinator*)

Revised:

- June 20, 2012
- March 11, 2013
- April 13, 2021

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