

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
DIRECTOR OF TECHNOLOGY

REPORTS TO: Principal

QUALIFICATIONS:

Sound understanding of computer systems (hardware/software), networks etc.
Experience in controlling information technology budget
Excellent organization and leadership skills

RESPONSIBILITIES:

- 1) Oversee all personnel in the Technology and Media Center departments
- 2) Implement the Staff and Student Acceptable Use Policy
- 3) Develop and submit Technology budget to the Principal
- 4) Approve all district hardware and software purchases
- 5) Oversee input of scheduling into Aspen or other student management system
- 6) Oversee District security system software
- 7) Oversee the Technology Help Desk and computer maintenance and repair program
- 8) Maintain district technology infrastructure and equipment
- 9) Maintain district food service software
- 10) Ensure that Technology is integrated into instruction in all academic and CTE areas
- 11) Ensure that staff are trained as needed and that regular training sessions are offered to faculty and staff
- 12) Ensure that all teachers are trained in Google Suite or a like online class curricula, grading system, and home-school communication tool
- 13) Ensure that all students are trained to utilize technology
- 14) Establish a District Technology Plan
- 15) Develop and chair the school Technology Planning Committee
- 16) Oversee the use of student and staff management system – Aspen, including databases for students, faculty, staff, and course catalogue
- 17) Oversee maintenance of the school website
- 18) Oversee email communication system for faculty and students
- 19) Oversee purchase and administration of software for special education, guidance, and district

assessments

- 20) Oversee federal/state data collection/reporting and perform analysis as required
- 21) Act as the administrator for the curriculum mapping software and the teacher evaluation tool software
- 22) Accept additional responsibilities not inconsistent with the position when requested by the Principal.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. The nature of this position may require time beyond the regular workday, and it is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
2. Salary, work days and fringe benefits are annually established by the Superintendent-Director, in accordance with the policies established by the School Committee.