

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 1.14**

**Position Title:** Director of Technology

**SUMMARY**

Responsible for the coordination of technological applications in the instructional and administrative operations of the District and for the development, implementation, refinement, and evaluation of a long range plan for the application of computers and other technologies in all District programs, instructional and administrative.

**QUALIFICATIONS/REQUIREMENTS**

Bachelor's Degree and previous experience with computer systems, network technologies, Windows servers and other technologies, or comparable education and work experience. Prefer technical certifications and experience as network engineer.

**ESSENTIAL JOB DUTIES**

- Coordinates the implementation of the school district's comprehensive technology plan and update, as necessary.
- Coordinates technical trainings for staff.
- Coordinates district administrative data network implementation.
- Coordinates instructional hardware and network implementation.
- Works with curriculum department in a consulting role to write and assist in implementing curricular objectives where technology is a tool of learning.
- Orchestrates and oversees a process for software selection
- Develops standards for acquisition, maintenance, and training for educational technologies.
- Coordinates data processing and administrative computers systems.
- Establishes a process to monitor and keep district employees informed of evolving technologies.
- Develops an effective inventory system for all technologies; including multimedia equipment, original cost data, and date of purchase, condition, and equipment locations.
- Manages the district technology budget and assists other departments and buildings with technical planning and budgeting.
- Represents the district in a professional manner at all meetings, conferences, or seminars related to various technologies.
- Assists all employees in day-to-day operation/implementation of technologies, including trouble-shooting, repairs, training, and other forms of technical support.
- Purchases and implements the installation of LAN and WAN technology for the district.

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- Purchases and implements the installation of all computer systems and other technologies used in the district.
- Coordinates and supervises the purchasing of all computer hardware and software.
- Prepares necessary data and reports related to the district's technology as requested.
- Serves as chairperson for the district technology committee.
- Prepares appropriate handbooks and/or training manuals for all technologies.
- Writes necessary grants to secure technology hardware, software, networking training, and/or other related technological needs.
- Coordinates the installation and maintenance of networking software and hardware.
- Supervises and evaluates the Technology Department staff.
- Manages the student database system.

**OTHER DUTIES AND RESPONSIBILITIES**

Other related duties as assigned by the Superintendent of Schools and/or Designee.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

The Director of Technology shall be employed on a twelve-month basis with four weeks of vacation. Salary for the position will be established annually.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with provisions of the Board's Policy on evaluation of administrative personnel.