

DE SOTO AREA SCHOOL DISTRICT

541.1

TECHNOLOGY DIRECTOR  
(Job Description)

QUALIFICATIONS: 1. **List qualifications...**

REPORTS TO: District Administrator; building principals

SUPERVISES: **List, if applicable, or delete**

JOB GOAL: **Include if applicable, or delete**

JOB RESPONSIBILITIES:

The technology director shall:

1. Be an active member of the technology committee.
2. Attempt to solve problems before they arise by keeping printers, computers, monitors, and keyboards free from dust, grime and foreign objects.
3. Arrange printers, scanners, copiers and other peripherals so that they are accessible for maintenance.
4. Monitor all classroom labs to prevent maintenance problems.
5. Maintain and operate local area networks (LANs).
6. Maintain and monitor security for LANs.
7. Install and configure network applications/software.
8. Keep a maintenance log on each piece of equipment.
9. Provide staff training that includes such topics as using computers in the classroom, selecting software and integrating software into the curriculum.
10. Work with the administration to prepare adequate budget for technology.

11. Train two-three staff at each building to provide basic repair services (e.g., fix printers, change printer ribbons).
12. Make judgments on which repairs need immediate attention.
13. Repair technologies as expeditiously as possible.
14. Perform other duties as may be assigned. **{NOTE: I added this item to provide flexibility.}**

APPROVED:

**NOTE:** *This job description is based on information found in the district's technology plan on the district Web site (6.3). I revised it to put it in a job description format.*

*Does this job description reflect the qualifications and job responsibilities of the technology director? Does it include the essential functions of the technology director's job? If not, the job description should be revised accordingly or deleted from the policy manual. It is important for job descriptions to include the essential job functions to provide for compliance with the Americans with Disabilities Act of 1990. (WASB - 12/04)*