



# PHILADELPHIA PUBLIC SCHOOL DISTRICT

## Job Description



TITLE: Director of Technology

Board Approved: <date> 2015

### **EDUCATION QUALIFICATIONS AND PREREQUISITES**

1. Bachelor's degree and two years of general computer installation, maintenance, and repair OR an equivalent combination of education and experience sufficient to successfully perform the duties of the job
2. Such other qualifications as may be set by the Board of Trustees

### **SUPERVISES**

Network Administrator  
Technology Technician

### **REPORTS TO**

Superintendent

### **JOB GOAL**

To organize, direct, and oversee networks, telecommunications, and computer hardware; plan and manage a comprehensive and integration information technology program to deliver cost effective, reliable, timely, high quality computer and telecommunications systems and information services; act as the district's primary authority on computer hardware, network, and telecommunications services; and coordinate the implementation of the school system's network and infrastructure technology plan

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

### **TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:**

1. Ensure compliance with all local, state, and federal laws and regulations
2. Develop and implement the goals, objectives, policies, and procedures for the Technology Department
3. Supervise and evaluate department personnel
4. Develop, implement, and monitor the technology plan for the district
5. Collaborate with principals, department heads, teachers, and others who will implement the district technology plan
6. Work within the district budgeting and spending process to secure adequate resources for technology
7. Manage the allocation and expenditures of funds for the Technology Department
8. Ensure equity when budgeting for and distributing resources to school level sites and programs
9. Coordinate the federal E-Rate program for the district
10. Develop, implement, and monitor a comprehensive and integrated technology plan pertaining to district-wide needs and use of related equipment and technologies involving areas such as computers, networking systems, and telecommunications
11. Coordinate and review acquisition and maintenance of hardware and software
12. Assess current use and availability of equipment at each of the schools and departments to determine if relocation of equipment will provide a more efficient use of technologies
13. Direct technology systems design and development and implementation of new and/or enhanced systems

14. Ensure district-wide adherence to information technology standards, including those for hardware, software, and local area networks
15. Monitor network traffic for appropriateness of content; take necessary action when inappropriateness is discovered
16. Collaborate with instructional administrators in the development and/or implementation of computer based programs
17. Collaborate with assessment administrators to ensure that the technology needs for local, state, and national testing are in place in a timely manner
18. Implement and monitor all facets of the student level database, including training and trouble shooting
19. Provide professional development sessions for technology training as requested by the superintendent, principals, or other administrators
20. Collaborate with the superintendent and other administrators to determine technology training needs
21. Maintain an inventory of all district hardware and software
22. Work with contributors to accept and place donated equipment
23. Perform other duties as assigned

#### **TERMS OF EMPLOYMENT**

235 days annually with salary to be established by the Board of Trustees

#### **EVALUATION**

Performance of this position will be evaluated annually in accordance with the provisions state law and Board Policy.