



BOARD APPROVED
09.07.2024
YAZOO COUNTY SCHOOLS

YAZOO COUNTY SCHOOL DISTRICT
Director of TECHNOLOGY
JOB DESCRIPTION

- POSITION TITLE:** Director of Technology
- TITLE of SUPERVISOR:** Assistant Superintendent
- SALARY:** Salary is reflective of the Yazoo County School District salary schedule.
- QUALIFICATIONS:**
1. Associates Degree Required;
 2. Experience Working in Computer Science or Information Systems Required;
 3. Ability to Communicate Effectively Both Orally and in Writing Required;
 4. Bachelor's Degree and License in field preferred;
 5. At least three years of successful experience in administering information data processing systems, local area networks, wide area networks, multi-media, and telecommunications preferred; and
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB SUMMARY: Under the supervision of the Assistant Superintendent, the Director of Technology provides dynamic, responsive, collaborative and forward-thinking vision, leadership and management of the technology systems and services to support the vision, mission, and goals of the District, via the Strategic Plan, of the YCSD. This includes the planning, development, implementation, management and maintenance of all applications, infrastructure, security, networks, and technology training. Additionally, the Director of Technology provides comprehensive support for the teaching and learning activities of the staff and students via the supervision and support of the District-Wide Technology Academic Integration Specialist. Finally, this position evaluates the assigned personnel and performs related work as required.

GENERAL DUTIES AND RESPONSIBILITIES:

- (1) Aligns department goals and work with the District's vision, mission, and goals via the YCSD Strategic Plan;
- (2) Leads the selection of District technology information systems;
- (3) Coordinates the management of District instructional and non-instructional computer and security camera networks;
- (4) Provides guidance and direction in the use of technology in the District;
- (5) Plans and oversees the implementation of comprehensive technology training programs;

- (6) Provides consultation and technical assistance, on the use of technology, to personnel at respective school sites;
- (7) Coordinates training, gives technical assistance, and previews opportunities in the areas of educational technology including the following:
 - a. Technology awareness;
 - b. Educational applicability of a variety of computer programs and optical media;
 - c. Evaluation and selection of software and hardware and optical media;
 - d. Technological advancements (interactive video, robotics, etc.);
 - e. Collaborates with the Assistant Superintendent and the District-Wide Technology Academic Integration Specialist for integration of classroom/school technology;
 - f. Technology program evaluation; and
 - g. Other topics as identified by a District and/or a school site needs assessment.
- (8) Facilitates the development and implementation of the District **Technology** Strategic Plan;
- (9) Works with network system contractors/consultants and other vendors regarding technology procurement processes;
- (10) Negotiates with vendors regarding contracts, pricing, and implementation;
- (11) Advises assistant superintendent and superintendent of the District regarding technology board policies;
- (12) Stays current and continually updates oneself on personal technological knowledge and skills;
- (13) Installs hardware, software, and other enhancements;
- (14) Establishes and maintains a computer repair inventory (HELP Desk);
- (15) Keeps all technological equipment operable with very limited down time;
- (16) Works with principals in acquiring needed equipment repaired (out-of-district repair work);
- (17) Monitors and evaluates the effectiveness of systems regarding technology;
- (18) Reviews security measures with network operations and data processing staff;
- (19) Works with the DTC to ensure all downloads for state testing are current;
- (20) Develops the ERATE Application and keeps records of orders requested regarding equipment/materials and administers the implementation of ERATE as reflected in the application;
- (21) Leads and implements the District's ERATE plan;
- (22) Coordinates all technology-related requests and keeps a record of them;
- (23) Supervises and evaluates the District-Wide Technology Academic Integration Specialist and District-Wide Technology Technicians; and
- (24) Performs any other tasks as assigned by the Superintendent and/or Assistant Superintendent.

UPDATED AND REVISED September 1, 2021