

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

DIRECTOR OF INFORMATION TECHNOLOGY

QUALIFICATIONS:

1. Bachelor's Degree.
2. Training and experience in both the technical and instructional facets of information technology and technology integration.
3. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

DESIRED QUALIFICATIONS:

1. Experience in Information Technology in a K-12 educational setting. Graduate Degree or other advanced education in Instructional Technology preferred.
2. Demonstrated capacity to be self-directed and organized.
3. Demonstrates excellent interpersonal skills with the ability to work collaboratively, fosters teamwork and professionalism, demonstrates professional presence, and maintains effective working relationships with a diverse staff and clientele.

REPORTS TO: Superintendent and/or Assistant Superintendent

JOB GOAL: To use leadership, supervisory, technical, and administrative skills to promote the educational development of all students and the effective performance of school personnel. To support hardware, software and network infrastructure of the district.

PERFORMANCE RESPONSIBILITIES:

1. Develops and implements a strategic vision for technology in the district.
2. Supports technology integration in the District's instructional programs.
3. Supports technology infrastructure in the District's schools and office.
4. Serves as the primary coordinator for the District's student device program.
5. Supervises the Information Technology staff.
6. Uses knowledge about current ideas, trends, methods, programs, materials, and equipment for technology integration to ensure optimum instructional delivery.
7. Develops, maintains, implements, reviews, and revises the district technology plan as appropriate.
8. Creates and oversees an annual budget for purchase of appropriate equipment and software district-wide.
9. Coordinates the technology component of required standardized testing.
10. Supervises maintenance of the District's technology assets by the Information Technology staff.
11. Contributes to IT support operations via phone, email, and in person.
12. Performs other duties as assigned.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the district
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability and integrity.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to talk, hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.

TERMS OF EMPLOYMENT: As specified by contract.

EVALUATION: Performance of this job will be evaluated in accordance with this document and assessment of goals.

History:

Approved: 09/06/17

Approved: April 13, 2022