

RIPON AREA SCHOOL DISTRICT

Job Description

Department: Administration

Job Title: Director of Innovation and Technology

Qualifications: Licensure: Must be licensed as an Instructional Technology Coordinator (92) or in the process of obtaining the license in the time frame specified by the Board of Education or comparable education and experience as deemed appropriate by the Board of Education.

Education Level: A minimum of three years' experience in teaching, administration, and/or supervisory roles in education. Master's Degree in Educational Technology or related field (preferred)

Experience: Background with Infinite Campus student information systems, management of IT infrastructure, and management of Google Apps for Education (preferred).

Other Requirements: Ability to effectively present information, communicate positively and respond to questions from administration, Board of Education, staff, students, parents, and the general public in a pleasant manner. Ability to motivate, guide, and supervise staff. Ability to handle stressful situations, organize and maintain numerous details, work independently. Ability to react to change and frequent interruptions in a productive and positive manner while meeting deadlines as assigned. Ability to maintain confidentiality in all phases of position. Ability to effectively use a computer for word processing, spreadsheets, and data entry. Ability to work unsupervised and make risk decisions.

Reports to: Superintendent of Schools

Supervises: Directly or indirectly Database Developer, Computer Technician, IT Administrative Secretary, District Technology Aide(s), Technology Mentors, Webmaster, and Network Administrator

Job Goals: To support the development of technology skills in all learners, provide professional learning opportunities in technology and innovative best practices, and promote the effective use of technology to support personalized learning. To promote the most effective and educationally sound use of the technology resources available.

Essential Job Functions/Responsibilities:

1. Demonstrates commitment to the education of children by supporting the organizational vision, mission, guiding principles, and strategic direction.
2. Collaborate with the District Superintendent in budget development and long-range technology planning.
3. Fosters program improvement through curriculum development and technology integration, personalized learning and innovative thinking
4. Have a working knowledge of curriculum to assist teachers with technology integration
5. Determine short and long terms goals related to technology use in the district
6. Meet regularly with building principals regarding building level technology

7. Assist in the evaluation of educational software
8. Update and maintain the district's hardware and software inventory
9. Communicate information related to technology use in the classroom via district bulletin.
10. Stay current with educational technology trends and practices
11. Oversee the installation and implementation of new technology systems
12. Evaluate, and change as needed, existing technology initiative, plans, and policies
13. Maintain a system to provide technical support district wide
14. Work in collaboration with the network administrator in the management of district data (i.e., student data) and firewalls to prevent data breaches
15. Continually study and update existing technology management systems
16. Communicate with stakeholders the direction and state of technology within the district
17. Insure all budgeting, accounting, and business procedures related to technology are executed appropriately according to District and Board policies as well as local, state and federal regulations including E-rate.
18. Evaluate requisitions for purchase of instructional and non-instructional technology materials and equipment as requisitioned by the teachers, non-instructional staff, and building level principals.
19. Provide staff development to ensure that staff are aware and up to date on acceptable use, data security, and copyright rules/regulations.
20. Provide professional development in the area of technology skills and integration and innovative teaching and learning strategies.
21. Identify and purchase equipment relevant to building or district level needs
22. Act as adviser to the District Superintendent on all questions relating to the use and instructional integration of technology affairs of the District.
23. Assists in establishing and maintaining good relations with civic, professional, service, parent organizations, legislators and the community in general; and by having an active interest and involvement in community activities.
24. Engages in professional growth activities to enhance job performance and/or meet changing job requirements.
25. Performs other duties as assigned by the Superintendent.
26. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
27. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District

Terms of Employment: The term of employment for the Technology Director shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

I read and understand this job description and can fulfill the essential functions listed.

Signature

Date

Print Name

Approved 12/19/16