

SECTION 234 DIRECTOR OF TECHNOLOGYQUALIFICATIONS:

1. Wisconsin teaching or administrative license.
2. Experience with technology and computers.

RESPONSIBLE TO:

District Superintendent

GOAL:

To provide leadership, management and supervisory skills to advance technology services for the benefit of the students and staff of the Portage Community School District.

PERFORMANCE RESPONSIBILITIES:

1. Direct and coordinate instructional technology for the district.
2. Annually revise the district's technology plan and present the plan for approval to the school board.
3. Organize and supervise a technology material distribution system for the district.
4. Prepare and present budgetary estimates of technology requests as needed.
5. Coordinate and supervise the selection, purchase and repair of technological equipment.
6. Keep an accurate, up-to-date inventory of technological equipment.
7. Plan and develop guidelines for acquisition or remodeling of technological equipment. Plan and develop policy recommendations in such areas as evaluation, selection, acquisition of, and disposal of technological equipment.
8. Provide leadership to the district in planning and developing instructional technology services. Provide consultant services to curriculum committees.
9. Provide direction and consultation services in the use of instructional technology. Provide for instruction of staff and students in the area of instructional technology.
10. Promote cooperative relationships with other instructional technology resources such as the Portage Public Library, Cooperative Educational Service Agencies (CESAs), Southern Wisconsin Educational Communications Service (SWECS), Wisconsin Educational Communications Board (WECSB), and South Central Instructional Network Group (SCING).
11. Coordinate and supervise budgets for library services.
12. Provide direction and consultation services to media specialists for library automation.

SECTION 234 DIRECTOR OF TECHNOLOGY (Continued)

13. Work with building level administrators in the development of appropriate administrative technology applications to meet the needs of the district.
14. Develop and coordinate district-wide administrative goals and plans related to office technology applications and other administrative technology.
15. Provide direction and consultation services to office personnel in the use of office automation programs.
16. Coordinate network administration duties on building local area networks and the district wide area network.
17. Supervise and evaluate technology office staff.
18. Perform other duties as may be assigned by the District Administrator.

Original - Feb. 13, 1984
Amended - June 4, 1990
Revised - March 13, 1995
Revised - October 13, 1997