

Sparta Area School District

Article 212 - Specifications for the Director of Technology

The Director of Technology shall be contracted by the Board of Education on a twelve month basis. The term of the contract shall be congruent to state statutes and the salary and benefits shall be negotiated.

The Director of Technology shall be certified by the Wisconsin Department of Public Instruction for the position and provide leadership, consultation, and technical assistance in the development, implementation, articulation, evaluation, and communication of the District's K-12 technology program.

The Director of Technology is under the direct supervision of the Superintendent and shall have the following powers, duties, and responsibilities as listed and other such responsibilities and authority as delegated by the Superintendent.

The Director of Technology shall:

1. Provide leadership in the planning, development, articulation, implementation, and evaluation of the District's technology program.
2. Assist in the preparation of the District's annual budget as related to technology and its use for instructional and administrative purposes.
3. Assist in implementing Board policies and/or administrative procedures as well as state and/or federal laws governing student and staff use of technology.
4. Assist in the development of written curriculum which reflects specific or integrated teaching of technology.
5. Provide assistance to administrators and teachers in the evaluation, selection, and purchase of technology hardware and software.
6. Supervise and direct district computer technicians.
7. Act as a resource to administrators and staff in the use of technology.
8. Establish procedures for technology installation, maintenance and trouble-shooting; personally providing such services whenever possible and recommending outside assistance as needed.
9. Initiate, facilitate, or conduct technology inservice programs and/or activities for administrators, teachers, and support staff.
10. Provide leadership in communicating the District's use of technology for instructional purposes to the Board, parent/guardians, and the community at

large.

11. Represent the District at area meetings which focus on technology and education, and serve as a liaison to the community, particularly the local library and local businesses as they relate to technology issues.
12. Provide leadership for the development of the District's K-12 philosophy (Combined Plan) regarding technology use and program framework for instructional purposes.
13. Provide for and support a technology Help Desk for district support needs.
14. Develop, implement and maintain the district email, antivirus, firewall and data storage systems.
15. Perform such other duties as assigned by the Superintendent.

Legal Reference: Wisconsin Statutes Section 118.24
 Section 121.02 (1)
 PI Wisconsin Administrative Code

Cross Reference: Article 201 - Structure and Flow of Responsibility

Approved: April 19, 2005

Revised: