Job Description for Director of Technology
Instruction and Technology Department
Duncanville ISD

POSITION: Director of Technology
Reports to: Chief of Staff

EDUCATION AND CERTIFICATION REQUIREMENTS:
Bachelor’s Degree
Valid Texas Teacher’s Certificate
Master’s Degree preferred

EXPERIENCE:
Minimum 5-7 years successful classroom teaching experience
Previous staff development leadership

KNOWLEDGE, SKILLS, ABILITIES
Exceptional oral and written communication skills
Ability to provide technology leadership
Strong organizational skills
Documented competence in the use of technology

DUTIES AND RESPONSIBILITIES (JOB FUNCTIONS)
- District Long Range Plan for Technology
- District E-Plan
- District, Campus, and Teacher Star Chart
  - Training
  - Support
- District E-Rate
  - Filing
  - Reimbursements
  - Bidding when necessary
- Eduporia - PDAS
  - Administrative support
  - Loading laptops/handhelds
  - Walk-through template development
- Eduphoria - Aware
  - Permissions for campus personnel
- Eduphoria - Help Desk
  - Support and development for other departments
  - Solve applicable cases
- District cell phones and pagers
  - Contact and billing
- District plexar lines
  - Moves, adds, changes
  - Repair contact
  - Billing and contracts
■ District long distance
  • Assign codes to employees
  • Billing and contracts
■ District WAN
  • Billing and contracts
■ OnGuard (keyless entry & badges)
  • Programming
  • Troubleshooting
  • Administrator
  • Campus door schedules/holidays
  • Badges for employees
  • Maintain door hardware as well as badge making hardware
■ Focal Points equipment administrator
  • Issue new equipment
  • Purchase and order new equipment
  • Supervise return of equipment
  • Coordinate projector installs with contractor
■ School Messenger
  • Technical contact & district contact
  • Administrator of system
  • Trainer
■ PALM/TPRI
  • Supervise distribution of equipment
  • Troubleshoot hardware/software issues
■ Technology Center
  • Facility manager
  • Schedule/reservations
  • Upkeep and maintenance
  • Departmental supplies
■ Teacher web server
  • Assign web permissions
  • Assist with troubleshooting
■ Lightspeed (web content filtering & spam appliance)
  • Unblocking of legitimate websites – from educator requests
  • Blocking of inappropriate sites
  • Liaison with staff for spam email information
■ District Innovation Team
■ Assist with technical explanations for staff in all areas of technology
■ Liaison between campuses and technology department
■ Supervise department secretary and front desk person

**TERMS OF EMPLOYMENT:** contract

**NUMBER OF CONTRACT DAYS:** 12 months
The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print name ________________________________________________________________

Approved by ___________________________________________ Date ______________

Reviewed by ___________________________________________ Date ______________