

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Director of Technology

**Wage/Hour Status:** Exempt

**Reports to:** Executive Director for Curriculum  
and Instruction

**Admin/Prof Pay Grade:**106 (226 Days)

**Dept./School:** Technology

**Date Revised:** 04/13/2022

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**Primary Purpose:**

Direct and manage the information systems and computer services for the district. Ensure efficient and effective access to information and related technology by all campuses and administrative departments.

**Qualifications:**

**Education/Certification:**

Bachelor's degree

**Special Knowledge/Skills:**

Knowledge of computer network, hardware, and software applications

Knowledge of computer applications development and implementation

Ability to manage budget and personnel; coordinate district function

Strong organizational, communication, and interpersonal skills

Ability to implement policy and procedures

Ability to interpret data

Bilingual, preferred

**Experience:**

Three years experience in supervision and management of an information systems department for a large organization

**Major Responsibilities and Duties:**

**Network Management**

1. Prepares and administers the budget for assigned programs.
2. Cooperates with the department of purchasing in utilizing proper procedures for acquiring materials and equipment for assigned programs.
3. Initiates service and support.
4. Keeps lines of communication open for positive, efficient working relationships.
5. Promotes positive community relations through effective communication and involvement of community members.
6. Performs other duties and functions as assigned.

## **Technical Support**

7. Assists in assessing the technology needs in the District.
8. Prepares and administers District-wide technology budget.
9. Assists with campus technology budgets.
10. Assists in the acquisition of technology staff development in the District.
11. Assists in the acquisition of technology in the District.
12. Assists in implementation of technology in the District.
13. Provides campus/department level technology service and support.
14. Investigates and acquires alternative funding sources.
15. Manages technology grants.
16. Assists in the planning for technology implementation in the District.
17. Assists in evaluating technology in the District.
18. Chairs the District Technology Committee.
19. Performs other duties and functions as needed or assigned as related to technology.

## **Other**

20. Manage the District inventory process and protocols
21. Assists with assessing computer instruction needs in the District.
22. Assists in the implementation of computer instruction in the District.
23. Assists in evaluating computer instruction in the District.
24. Direct the planning development and training of high-quality staff development to support district level administrators, principals, teachers, and support staff.
25. Follow district safety protocols and emergency procedures.
26. Has regular in person attendance and complies with notification procedures for absences.
27. Perform other duties as assigned.

**Supervisory Responsibilities:**

Support Staff

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer. Lifting and moving of heavy equipment; stooping, bending, and kneeling. Work on-call and after hours.

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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.