



**EXCELSIOR SPRINGS**  
S C H O O L D I S T R I C T  
— *Together, Achieving Excellence* —

**Job Description**

---

**POSITION TITLE:** Director of Technology  
**F.L.S.A.** Exempt  
**REPORTS TO:** Director for Academic Services

**QUALIFICATIONS:**

1. A minimum of five years of experience in K-12 education or technology management with experience and certification preferred.
2. Strong project management skills.
3. Strong written and oral communication skills.
4. Strong organization skills
5. Strong analytic and evaluation skills.
6. Working knowledge of computer, network and software applications utilized within the school district.
7. Ability to collaborate effectively with others.

**ESSENTIAL JOB FUNCTIONS:**

1. Oversee and coordinate the efforts of the district's technology department including technical support staff and outsourced technical support
2. Prepare and manage the district technology budget
3. Working knowledge of ITIL Service Management principles
4. Understanding of USAC E-rate program
5. Plan, direct, and coordinate internal information technology security, including technology, software, policies, application security, access control, and corporate data safeguards, and work with the district leadership to design and implement security master plan
6. Coordinate with departments, administrators, teachers and staff members to plan and implement technology improvements into the schools

7. Serve as the school district liaison with communication and computer vendors.
8. Create and administer technology user policies for students and staff per district policies and practice.
9. Manage the maintenance, inventory acquisition and installation of computer equipment throughout the school district.
10. Manage and coordinate telecommunications for the district.
11. Administer the ongoing operations of the IT service management system.
12. Manage E-Rate application process through all stages.

**OTHER JOB FUNCTIONS:**

1. Keep current with existing and emerging technologies and upgrade skills through professional development.
2. Advise the Administrative Team of technology innovations in management and instructional systems.
3. Maintain District technology website.
4. Provide professional development to administrators and teachers in the area of specific technologies.
5. Maintain current knowledge on state and federal requirements in the areas of technology.
6. Serve on committees as directed