



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

**Job Title:** Director of Technology

**Reports to:** Superintendent

**Purposes and Objectives of the Position:**

The Director of Technology will provide oversight over all technology resources, coordinate all technology-related activities, manage the technology budget, E-rate applications, prepare and execute technology grants, provide oversight over all technology expenditures and plan instructional (in-service) and administrative training. The Director of Technology will work closely with the Superintendent, Director of Teaching and Learning, principals, instructional coaches, and the building technology coordinators to ensure the technology plan is being followed and that the technology is being integrated into the curricula.

**Qualifications:**

- Bachelor's Degree
- Minimum three years successful experience in the development, installation, and maintenance of information systems
- Minimum three years successful experience with administrative and supervisory skills.
- Technology Certifications or Licenses Preferred

**Duties and Requirements:**

- Communicate effectively with members of the school district and community.
- React to change productively and handle other tasks as assigned.
- Support the value of an education.
- Support the philosophy and mission of USD 469.
- Develop a long-range plan for the use of present and emerging technologies designed to improve the teaching/learning process.
- Manage day-to-day operations of technology department (including directing staff) to support instruction and district operations.
- Consults with department managers and district administrators to discuss technology program initiatives and changes.
- Establishes and maintains strategic partnerships with service providers.
- Coordinate the use of technology by teachers, administrators, support staff, and students to enhance the efficiency and effectiveness of programs and services.
- Reviews, evaluates and informs instructional staff of recently developed commercial software including recommendations to integrate it into the curriculum.
- Coordinates the purchase of technology equipment and materials to ensure that needs of the district are being met in the most cost-effective manner.
- Coordinates the distribution of technology equipment and materials in a manner that effectively implements the long-range technology plan.
- Maintains an inventory of technology equipment and materials.
- Oversee system automation and coordinate data uploads

- Provides training for teachers, administrators, and support staff to ensure the appropriate application of technology.
- Provides consultation for teachers, administrators, and support staff to assist with the problems and concerns that arise on a daily basis.
- Coordinates the integration of district systems and on-line platforms.
- Consults with curriculum committees to ensure that technology applications are effectively integrated into all academic and vocational programs.
- Prepares grant proposals designed to secure additional funding for the School District in the area of technology.
- Supervises and coordinates services available through utilization of the LAN networks and WAN networks.
- Oversee the completion of technology work orders in a timely manner.
- Recommend employment and annually evaluate technology personnel.
- Meet with the superintendent yearly for an annual evaluation.
- Prepares monthly Director of Technology Report for BOE to be shared via Board Docs during each regular board meeting.
- Assist in developing the budget for purchase of technology hardware and materials.
- Performs other duties as assigned by the Superintendent.

*The district reserves the right to modify job duties or job descriptions at any time.*

### **USD 469 Board of Education Policies**

#### **Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.