

Director of Educational Program- Duties

Responsible for:

1. Providing leadership of Technology Department, including the areas of Instructional Technology, Information Technology (IT) Support, Network and Security, and Information Services, including but not limited to:
 - a. Supervising the technology staff.
 - b. Developing, directing and modifying an operational framework for the evaluation of new technologies and the maintenance of existing technologies.
 - c. Coordinating technology-related special projects.
 - d. Preparing the budget for the technology department.
 - e. Consulting on purchasing of all District technology-related hardware and software.
 - f. Reviewing District-wide technology initiatives.
 - g. Reviewing requests/policies related to the distribution of information via the School District Website.
 - h. Leading the District Technology Committee.
2. Overseeing custodial staff and other non-instructional personnel as assigned.
3. Overseeing custodial operations as assigned, including participation in Facilities Committee meetings.
4. Serving as administrative liaison to Board Ad Hoc Public Information Committee.
5. Performing other duties and responsibilities as assigned by the Superintendent.

Reports to Superintendent of Schools.

Adopted: July 2008
Revised: July 2009
Revised: July 2010
Revised: November 12, 2015
Revised: July 2019
Revised: October 1, 2019
Revised: October 5, 2021
Revised: September 5, 2023