

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** DIRECTOR OF TECHNOLOGY

**TITLE #:** 1830

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the administration and direction of a school district's technology department, including day-to-day operation and long-range planning. Incumbent is responsible for supervising technology and support staff and for coordinating the implementation of technology into the classroom and curriculum. Work is performed under the general supervision of the Assistant Superintendent with wide leeway allowed to exercise independent judgement in carrying out the details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Directs and oversees the day-to-day operation of the technology department and the implementation of technology into the classroom and curriculum;

Works with administrative staff on the development of long and short-term goals for the technology department;

Supervises technical staff in installation, repair and maintenance of all computer hardware, networks, telecommunications systems, and related technology equipment;

Oversees security and control of the computer network including, but not limited to, access to and security for all systems, data integrity and confidentiality of files;

Coordinates with teaching and paraprofessional staff in implementing technology into classroom and curriculum;

Prepares and oversees departmental budget and is responsible for the selection and purchase or lease of all hardware, software, and related equipment and supplies;

Coordinates staff development and training programs for district staff in both generalized and specialized areas of information processing and database management;

Develops strategies for analyzing local and state assessment data;

Serves as a resource person to address diverse technology issues;

May update and maintain district website;

Attends conferences and training as needed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the methods and practices of providing technology services for a school district and implementing technology into classroom and curriculum; thorough knowledge of computer software, hardware, networks, telecommunications systems, and related technology equipment; thorough knowledge of the district's goals, policies and procedures; thorough knowledge of personnel practices and procedures; ability to plan, organize and supervise the work of subordinate employees; ability to prepare and oversee an annual budget; ability to coordinate staff development and training programs; ability to establish and maintain cooperative working relationships with instructional and district staff; ability to effectively explain various technology issues to interested parties; ability to communicate effectively; dependability; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State approved college or university with a Master's Degree in Computer Science, Computer Information Systems, Communications, Technology or related field and three (3) years of experience in integrating technology and/or providing technology services in an educational environment, two (2) of which shall have been in a supervisory capacity; OR
- (B) Graduation from a regionally accredited or New York State approved college or university with a Bachelor's degree in Computer Science, Computer Information Systems, Communications, Technology or related field and five (5) years of experience as outlined in (A) above, two (2) of which shall have been in a supervisory capacity; OR
- (C) Graduation from a regionally accredited or New York State approved college or university with an Associate's degree in Computer Science, Computer Information Systems, Electrical Engineering Technology or related field and seven (7) years of experience as outlined in (A) above, two (2) of which shall have been in a supervisory capacity.

**NOTE:** Possession of a certification as a Certified Network Administrator (i.e., CNA from Novell) may be substituted for 2 years of the required non-supervisory experience.

**JURISDICTIONAL CLASSIFICATION:** Competitive

REVISED: 05/29/07 at