

Technology Director – Job Description
Blue Hill Consolidated School

4106R

Qualifications

- Possession of a valid Maine Teaching Certification and 680 technology endorsement.
- Knowledge of applicable technology equipment and services used in a school setting.

Responsible to: Blue Hill Consolidated School Principal

Duties and Responsibilities

1. Manage all school technology equipment and services.
2. Serve as school liaison for technology.
3. Develop, prepare, and manage the annual school technology budget.
4. Order, configure, and deploy/assign technology equipment, supplies, and services.
5. With superintendent and principal, coordinate bidding process for equipment leases and services.
6. With principal, review and approve or deny all technology-related grants.
7. Develop and maintain the school technology assets inventory.
8. Perform or coordinate equipment maintenance, repairs, and updates.
9. Assemble, coordinate, and chair the school technology committee.
10. Represent technology and network infrastructure on school building and grounds committee.
11. Manage the MLTI program and with the principal appoint MLTI teacher leaders.
12. Manage school data and communication systems and services.
13. Work with teachers to effectively integrate technology into the curriculum.
14. Provide or coordinate technology-related training to teachers and staff members.
15. Teach and/or co-teach technology classes as determined by the principal.
16. Design and implement the IDEA (“Imagine + Design + Explore + Achieve”) curriculum.
17. Manage and supervise the IDEA Center equipment and facility.
18. Perform other duties as assigned by the principal.

Adopted: Blue Hill School Committee – April 12, 2000

Amended: Blue Hill School Committee – September 8, 2004

Amended: Blue Hill School Committee – May 11, 2016