



**MISSISSINEWA COMMUNITY SCHOOLS**  
**Director of Technology**

**Job Description:**

To set the vision and supervise the management of all technology affairs of the school district.

**Responsibilities:**

1. Directs the recruiting, hiring, professional development, supervising, and evaluating of all IT Services staff.
2. Coordinates district-wide technology planning, implementation, professional development, and evaluation and assisting administrators with all technology-related planning and projects.
3. Develops annual technology budget, obtains outside funding, and approves recommendations and purchases of technology.
4. Assists the business manager and superintendent in preparation and analysis of the overall district budget as it pertains to the technology needs of the district.
5. Leads and assists Technology Integration Coaches in software selection for support of essential skills and textbook adoption.
6. Arranges for equipment and tools necessary for IT Services personnel to do their job effectively.
7. Maintains an inventory of technology software and hardware within the school district.
8. Plans for and maintains the district computer network and school technology refresh cycle.
9. Serves as liaison with technology vendors, service providers, and related professional organizations.
10. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

*It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)*