1:0   JOB TITLE – DIRECTOR OF EDUCATIONAL TECHNOLOGY

2:0   LINE AND STAFF RELATIONSHIP

2.1   The Director of Educational Technology reports to and is evaluated by the Superintendent of Schools.

3:0   FUNCTIONS AND DUTIES- THE DIRECTOR OF EDUCATIONAL TECHNOLOGY WILL DEVELOP A STRATEGIC PLAN THAT PROVIDES GOALS AND STRATEGIES TO GUIDE IMPLEMENTATION OF TECHNOLOGY IN THE FAIRHAVEN PUBLIC SCHOOLS THAT IS ALIGNED WITH THE DISTRICT'S MISSION AND GOALS.

3.1   Align all IT strategic planning to district strategic plans and goals in order for technology to serve the purpose of achieving District goals.

3.2   Establish a cross-functional IT stakeholder group or Technology Advisory Committee (TAC), comprised of a cross- functional group of end-users that provides strategic guidance for technology oversight in the district.

3.3   Provide comprehensive timelines, budgets, resource requirements, communications, staffing requirements, etc. for this strategic plan.

3.4   Facilitate project planning over a 3-year period with major annual revisions and on-going status updates. Capacity should be forecasted for short-term and long-term periods with clear roadmaps defining the drivers and conditions resulting in the growth.

3.5   Align budgets with the strategic plan with clear funding sources that can be modified to accurately reflect available funds.

3.6   Establish a program of balanced standards that allows the district to plan appropriately for growth and needed levels of support. All hardware and software standards are part of a strategic vision and are clearly defined. Standards should be communicated and enforced. All strategic meetings should be well documented and communicated.

3.7   Fiscal budgeting and long-range forecasting processes should incorporate capital and operational expenditures for all initiatives planned for implementation in the appropriate fiscal year.

3.8   Develop, adopt and enforce organizational policies and procedures to expedite standardized processes through Fairhaven Public Schools.

4:0 THE DIRECTOR OF EDUCATIONAL TECHNOLOGY WILL UPGRADE INFRASTRUCTURE TO SUPPORT STRATEGIC INITIATIVES.

4.1 Develop a list of standard technology equipment in place that dictates the type of hardware and levels of support that should be purchased. Ensure that servers from the same vendors and the same uses are spread across the district.

4.2 An immediate goal to establish a wireless access that does meet the needs of the students and staff, and to ensure that lab and classroom computers are always reliable for students or teachers.

4.3 A long-term goal will be to establish a true wireless network that is not a combination of various types of access points that are all given the same name and password, but rather 5 independent networks through which end users connect via virtual private networks.

5:0 THE DIRECTOR OF EDUCATIONAL TECHNOLOGY IS RESPONSIBLE FOR ENHANCING AND ACCOUNTABLE FOR THE EDUCATIONAL TECHNOLOGY SUPPORT MODEL.

5.1 Create a standard set of technology processes and procedures for delivery of technology support by realigning IT staff to provide on-site support to all schools.

5.2 Develop processes and procedures to dictate which incidents will be addressed in order of criticality.

5.3 Communicate and emphasize the value of the system to everyone so that all faculty and staff understand all processes and procedures for the delivery of technology support.

5.4 Assign existing IT support staff on a permanent basis to specific schools with standard scheduled hours in which they will be at that site. Assign one tech support staff member to the High School and one elementary school, and the other one to the Middle School and the other elementary school. Post the hours that they will be at each site so that teachers and staff know when to expect support.

5.5 Develop a system where IT support staff check in with the building principal or designee when they are on-site to coordinate technology needs for the visit. Ensure that IT support staff provide deskside support when appropriate to train end-users.

5.6 Create standard processes and procedures for stipulating the timeframe in which technology requests will be addressed.

5.7 Implement a new ticketing system that allows end-users to input tickets into the system as well as check up on their status. The ticketing system will allow users to see the status of their technology request and communicate with the IT support staff in order to provide a quick resolution. Communicate and ensure that a formal escalation process is in place to allow end-users to escalate issues when needed.

5.8   Develop and implement a plan of self-help documentation for staff to be to able investigate and self-correct technology issues where IT support staff shall provide deskside support and training.

5.9   Establish a method of measuring the effectiveness of IT support at the school sites and provide constant feedback to the IT support staff as a means of continual improvement. Evaluate IT support staff on an on-going basis in order to ensure improvements can be immediately implemented.

6:0   **THE DIRECTOR OF EDUCATIONAL TECHNOLOGY IS RESPONSIBLE FOR FORMALIZING A PROGRAM THAT PROVIDES TECHNOLOGY SUPPORT AND TRAINING TO ALL STAFF.**

6.1   Develop a formalized professional development program with structured offerings for teachers and staff. Base the professional development offerings on the needs of the end users as documented in an end-user survey. Evolve the list of PD offerings in order to reach a wider range of skills and competencies. Formalize a practice where teachers are provided with various types of technology training over the course of the school year as part of an on-going continuous improvement process.

6.2   Ensure that the assigned professional development staff person spends 100% of his/her time on professional development and no time on IT support issues.

6.3   Establish at least one model classroom in the district where PD can be provided based on the actual hardware that is placed in the classrooms. A model classroom where teachers can demo hardware and software, or explore classroom layouts for moving toward 21st Century learning in each school building will be established. The model classrooms will be set up to enable teachers to get hands-on support and training with the same technology that will be in their classrooms.

6.4   The assigned professional development staff person provides both group as well as one-on-one support for teachers. Training on productivity applications will also provided to FPS staff that need it.

6.5   Formalize a technology skills assessment as part of the hiring process. Develop a set of minimum technology competencies requirement for new hires to the school district.

6.6   Develop a system where teachers will be trained how to best use the classroom technology for Educational purposes. Create a process whereby any major technology purchases require a formalized professional development component before they are made.

6.7   Provide documentation for all training so that staff is able to also conduct ad hoc training in the absence of the professional development trainer. Create a list of PD offerings that can be provided to teachers on an as-needed basis and develop documentation for each of them.

6.8   Arrange to have an hour after school each week when teachers can drop by a library or other location to receive training on technology needs.

7:0 **THE DIRECTOR OF EDUCATIONAL TECHNOLOGY WILL CREATE A DISTRICT-WIDE LIST OF STANDARDS FOR TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES.**

7:0 Conduct an in-depth audit of existing classroom technology and survey teachers to see what technology they like and would prefer to continue using.

7:1 Establish a standardized set of classroom technology in place that is decided by a cross-functional group of IT staff, curriculum, business, etc. allowing teaching staff to move from one classroom to another without having to relearn how to use different technology.

7:2 Provide full support of all classroom technologies either by internal support staff, or 3rd party support purchased for the life of the product.

7:3 The standardization of classroom technology and services should be based on the needs of the district Teaching and Learning System. Curriculum is able to direct how the technology should be used to drive instruction in the classroom. Appropriate teaching strategies shall be tied to each piece of technology before selection. Professional development is tied to every item purchased so that teacher can use it appropriately.

7:4 Create a stakeholder committee that meets on a scheduled basis to discuss strategy and direction for the selection and implementation of classroom technology. The group should also include representatives from operations, business, and other units.

7:5 Establish a set of standard equipment that is appropriate and supported for all FPS needs.

7:6 Examine the level of use of a Learning Management System. The Learning Management System (LMS) is endorsed and supported by the Teaching and Learning System and its use is tied to state and national standards.

7:7 Create a base-line report that documents the existing state of classroom technology in the district, and make strategic plans for improvement based upon the actual data gathered for the report.

7:8 Open lines of communication with all stakeholders to be able to provide input into the use of and support for classroom technology

7:9 Establish a process for mounting all LCD projectors to the ceiling, wall or interactive device

8:0 **THE DIRECTOR OF EDUCATIONAL TECHNOLOGY WILL INSTITUTE A REFRESH CYCLE FOR ALL COMPUTERS.**

8:1   Gather an inventory of all of the computers in the district. Determine which computers to replace based upon their age and level of disrepair. Implement a process to get rid of all obsolete computers, and even computers that might be working, but which are extremely slow.

8:2   Develop a process is in place where each teacher will receive a laptop containing standard applications over the course of a year or two.

8:3   Develop a process where computers are on a refresh cycle and obsolete computers are disposed of when they are no longer in use. Consider going to a 4-5 year refresh cycle for all lab computers, and classroom computers. Prioritize workstations with teacher laptops first, staff computers second, then lab computers and finally classroom computers

8:4   Ensure that all desktops and laptops are standardized.

8:5   Consider purchasing warranties where a local vendor can provide someone to perform any type of break-fix required within a set amount of time after an issue is reported. Work with a local vendor to determine the costs associated with managed deployment where they image the computers, install them, remove all trash, remove the old computers, dispose of them if they are obsolete, and set up the new computers on the network.

9:0 **THE DIRECTOR OF EDUCATIONAL TECHNOLOGY WILL IMPLEMENT A PRINT MANAGEMENT PROGRAM.**

9:1   Develop and implement a plan in which all staff and student computers are networked to centralized multi-function devices, or large-scale network printers where printing devices are all standardized and toner purchases can be made in bulk.

9:2   Collect a detailed inventory of all current printers in the district. Determine how the devices will be distributed around the district once the plan goes into place. Establish a timeframe for putting the plan in to motion. Communicate the plan to stakeholders in the district when printers are removed from local desks, office and classrooms. Carry out the plan to remove printers, and transition over to regional networked printers.

9:3   Analyze the data on the multi-function devices to see how much each page costs, and how many pages are being used. Calculate the total savings that will be generated as a result of the plan Maintain detailed district-wide metrics on the amount of money saved due to new program. Ensure that color printing is passcode protected to keep track of the number of color pages printed. Maintain metrics on how much money has been saved by the process and report out the findings on an on-going basis.

10:0   **RELATED RESPONSIBILITIES**

10:1   Responsible for the administration of X2, the district's integrated data management system. X2 integrates K-12 applications including gradebook, scheduling, parent and student portals, reporting, special education, learning and community pages, health, and personnel and professional development information.

10:2   The point person responsible for the timely dissemination of the Department of Elementary and Secondary Education's reports such as but not limited to SIMS, SSDR, SCS, EPIMS, Nutrition School Lunch - Claims, School Attending Children, MCAS, AYP, Title I, Graduation Rate, and Dropout Rate. Serves as the district's Directory Administrator with the Department of Elementary and Secondary Education.

10:3   Facilitates the successful implementation AlertNow, a communication service designed specifically for the school-community that allows the district to build community relations, improve parental involvement, and ensure school-community safety.

10:4   Produces monthly district reports in the areas of Enrollment, Attendance and Student Conduct and Discipline, and annually produce a Dropout Report.

10:5   Responsible for the administration of the Fairhaven Public School District's Internet Web Site and assists in developing and implementing the Web Publishing policies for the school district.

10:6   Assists in the implementation of the Fairhaven Public School District's Technology Plan.

10:7   Performs other responsibilities as assigned by the Superintendent of Schools and/or the Business Manager.

11.0   THE DIRECTOR OF EDUCATIONAL TECHNOLOGY FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A DISTRICT IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.

11.1   The Director of Educational Technology understands himself/herself as an integral member of the educational leadership team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork encourages collegiality, and supports collaboration.

11.2   The Director of Educational Technology balances the ability to listen and understand the concerns of all school community members in a way that encourages approachability while setting boundaries when dealing with the confrontational person.

11.3   The Director of Educational Technology communicates and interacts with staff and the community in a way that promotes a high level of open and honest communication.

11.4   The Director of Educational Technology expresses himself/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.

11.5   The Director of Educational Technology adheres to professional codes of ethics: maintains trust and confidentiality; models legally and orally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

12:0   QUALIFICATIONS

12.1   The Director of Educational Technology shall have a degree in Information Technology and/or Business Information Systems.

12.2   A Master's Degree in Business or School Leadership is preferred.

12.3   At least five (5) years experience with the use of technology, computers, and networking, and information systems in a school or professional setting.

12.4   The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

Enacted: April 24, 2013