

# **RICHMOND SCHOOLS**

Marcia Buker Elementary & Richmond Middle/ High School

Position Title: Technology Director

Department: Elementary, Middle and High School

Reports To: Superintendent

The Richmond School Department invites qualified candidates to apply for the position of IT Director.

**Summary:** Coordinates the use of information technologies by school staff and students within Richmond Schools.

## **Responsibilities:**

- Supervises technology repair services, software installation and building projects.
- Supports administrators in technical implementation/ planning.
- Seeks alternative funding for technology projects through grants, e-rate, etc.
- Maintains inventory of technology equipment
- Maintains student information system.
- Practices preventative maintenance on technological infrastructure.
- Leads professional development and supports technology

integration in classrooms.

- Develops information IT support services to coordinate with curriculum delivery.
- Maintains accurate student enrollment, attendance and reporting data within the SIS and Synergy.
- Participates in professional training to maintain professional knowledge in the field of technology,
- Maintains long- range technology plans and end-of-life cycle planning.
- Coordinates purchasing needs and oversees technology budget.