

**Job Description**  
**Director of Technology**  
**St Gregory the Great High School**

**NATURE OF WORK**

The Director of Technology is primarily concerned with the development, implementation, operation, monitoring, and evaluation of the technology program for the school. This individual provides leadership in identifying hardware and software purchases, ensuring that they are consistent with the school system instructional technology plan. The director coordinates, and may deliver, staff development on technology competencies. The employee works collaboratively with the other members of the office staff and school teachers/staff to use technology and include technology applications as an integral part of the total instructional program.

**REPORTS TO:** Principal

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides leadership for short and long-range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others.
- Assist the coordinators and facilitators with implementing the system and the building-level technology plans in accordance with the Technology Plan, the Chicago Archdiocese Technology Plan, and the State of Illinois Technological Recommendations and Standards.
- Plans, develops, and implements staff development activities to meet established instructional technology integration needs, and computer skills curriculum.
- Works with other Stakeholders to integrate technology in the ongoing instructional program for all curriculum areas by identifying strategies and materials, and by implementing activities for integration.
- Use the Archdiocese of Chicago and St Gregory the Great technology plans to establish standards for the purchase of equipment, software, related media, and supplies for instructional technology integration and management activities according to the purchasing guidelines.
- Supervises the system-wide inventory of technology assets.
- Supervise and maintain an orderly media center environment
- Assists technology users in resolving problems associated with ordering, service, and support.
- Plans and coordinates the implementation of special activities to promote technology.
- Serves as a clearinghouse of information on trends, research, applications, and effective practices related to the use of technology in the school program and school system.
- Serves as a system contact for all technology-related communication.
- Provide leadership in collaboration with St Gregory the Great Administration/Staff/Teachers to maintain a culture high productivity and continuous improvement.

- Maintain and update the school website and Edline.
- Assist students in the computer labs with applications as needed.
- Chair the Technology Committee and serve on the Administrative Team
- Provide quarterly reports to administration summarizing various technology initiatives.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of computers and related technologies as they apply to education.
- General knowledge of resources that support the Computer/Technology Skills Curriculum, and instructional integration of technology.
- General knowledge of infrastructure requirements and components of local and wide area networks, Internet, intranets, and distributed learning.
- Ability to communicate effectively with all levels of school system staff.
- Ability to assist users and trainers with software and hardware direction, guidance, and vision-setting.
- Ability to establish evaluation strategies and implement formative and summative activities.
- Ability to train educators in the use of hardware and software to meet the Technology Competencies.
- Ability to lead technology planning efforts including activities to develop, implement and evaluate both system and school technology plans.
- Ability to manage financial resources.

### **QUALIFICATION REQUIREMENTS:**

Bachelors' degree required, Masters Degree preferred.

Specific training in computer science or its use in educational setting is required.

### **APPLICATION:**

Application deadline: July 1, 2009

Applicants wishing to be considered for the position should submit a formal application, which includes: a letter of interest; current resume; official college/university transcripts and letters of recommendation; and writing sample to:

Ms Erika Mickelburgh, Principal  
 St Gregory the Great High School  
 1677 West Bryn Mawr  
 Chicago Il 60660  
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