

Falmouth Public Schools

Job Description

**Director of Technology**

**General Statement of Duties:**

The Director of Technology's primary duty will be to oversee all equipment, software, and the financial needs of the systems within the district. The director ensures that any and all problems of a technical nature are responded to in a timely manner and facilitate the least amount of downtime for the associated systems.

**The duties of this position will include but not be limited to the following:**

1. Diagnose, repair and maintain current hardware, software, and network systems. Provide technical support to staff and administration. Install, configure, and upgrade hardware/software as needed. Recommend repair or replacement of equipment.
2. Participate in the district's technology planning and budgeting process. Coordinate the purchase of technology based items to ensure continuity across district and ease of support. Evaluate and recommend changes to computer and network hardware to meet the district's needs/goals.
3. Coordinate and oversee service contracts with outside vendors.
4. Supervise technology support staff as assigned.
5. Ensure that staff needs/requests are directed to the appropriate district technology professional.

**Responsible to:** The Superintendent of Schools or designee.