

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT  
JOB DESCRIPTION  
DIRECTOR OF TECHNOLOGY, BUSINESS & INFORMATION SYSTEMS**

**Summary:** Provides leadership and direction to the Technology, Business, Library Media and Information System programs to ensure that the goals of the District are reached. Works cooperatively with building Principals, other Directors, and Central Office Administration to create innovative technology based learning opportunities for students and provides oversight to teachers and staff in the full utilization of the Network to improve the instructional and management functions of the School District. This position includes the duties and responsibilities below and other functions as assigned by the Deputy Superintendent for Instruction and Assistant Superintendent of Business.

**Qualifications:** A Master's Degree (minimum) and Post-graduate certificate in Educational Administration

OR

Five years teaching experience and a Post-graduate certificate in Educational Administration

Such alternatives to the above qualifications as the District may find applicable.

**Essential Duties and Responsibilities:**

1. Directly supervise Technology Teachers, inclusive of observations, evaluations and program development. Assist with the development and evaluation of curriculum.
2. Directly supervise Business Teachers, inclusive of observations, evaluations and program development. Assist with the development and evaluation of curriculum.
3. Directly supervise Library Media Specialists, inclusive of observations, evaluations and program development. Assist with the development and evaluation of curriculum.
4. Supervise and coordinate with the Technology and Career Education Associate to support, maintain and grow related educational programs.
5. Supervise teaching assistants assigned to the Library and/or Computer Labs, inclusive of observations, and evaluations.
6. Instruct teachers on integrating technology into the curriculum using hands-on workshops throughout the school year.

## **Job Description (Continued)**

### **Director of Technology, Business & Information Systems**

7. Create learning opportunities for students by integrating distance learning and virtual field trips to bring experts, scientists, doctors, and others to the classroom for more real-world scenarios.
8. Initiate and coordinate videoconference events between school building for class-to-class programs and staff meetings.
9. Schedule and collaborate with distance-learning content providers for the curriculum needs of the district.
10. Maintain budget for videoconference events and ongoing line charges.
11. Maintain service contracts and inventory for distance learning equipment.
12. Periodically conduct department meetings to assist teachers in developing strategies for integrating technology in all content areas.
13. Conduct training classes and workshops for support staff and administrators.
14. Assist in maintaining the District Website and training of administrators and webmasters in posting content.
15. Collaborate with district office administration on special projects and technology-enhanced communication.
16. Maintain School Notification System for important alerts such as school closings, sex offender registry, and community activities.
17. Maintain records and databases for purposes of analyzing efficacy of technology integration and support on student achievement and best practices.
18. Supervise "e-missions" (Challenge Center) for all schools.
19. Launch new software systems and programs. This will be inclusive of communicating to the staff, arranging for professional training as well as training the Turnkey trainers.
20. Participate in the Long Island Works Coalition and attend meetings to plan the districts representation in this organization. Become an integral part of the School to Career program and assist in the planning of upcoming events like "Career Day."
21. Participate in the planning and execution of major events such as Superintendent's Conference Day, student presentations at the SUNY Stony Brook Technology Fair, and/or other events as directed by the Director of Technology, Business and Information Systems.

**Reports to:** Deputy Superintendent for Instruction / Business  
**Prepared by:** James Donovan  
**Approved by:** Dr. Roberta Gerold, Superintendent of Schools  
**Approved Date:**