

	<h2>Director of Technology</h2>	<p style="text-align: center;"><b>Classified Position</b></p> <p>Initial Date: April 24, 2012  Board Approval: July 24, 2012  Revision Date: July 16, 2012  Personnel Commission:  Range: Classified Management Salary  Schedule – Director II</p> <p><b>Reports to Assistant Superintendent</b></p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

This is a management position. Under the direction of the Superintendent and Assistant Superintendent, Director will design, develop, coordinate, implement, and maintain the District’s Education Technology Plan; assist in developing an educational technology vision for the District, including the integration and networking of computer software, hardware, and other electronic systems into the administrative and educational functions of the District; while having oversight of the instructional and informational functions of the District; provide expertise in computer technology, including local and wide area networks and systems; and supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

Responsible for development and operation of all District Technology Services management Processes, including but not limited to:

- Develops short and long-term plans and strategies to deliver technology services to the District; selects means of efficiently and effectively meeting user needs and objectives
- Coordinates, develops and maintains a variety of hardware, software and network information systems and applications
- Responsible for the implementation, maintenance and support of the district’s student information system (SIS); including attendance and enrollment data collection and reporting; compiles and prepares all necessary record extracts, labels and reports related to SIS data (including all CalPADS data reporting requirements) to be sent to the federal government, state, district and other outside agencies or departments within the district
- Serves as the District’s coordinator of the E-Rate program ensuring all documents related to E-Rate funding and vendor approval are submitted in a timely and accurate manner
- Plans, installs, troubleshoots and maintains the District’s network directory system for the purpose of providing users authentication and computer management
- Assures that appropriate equipment, materials, personnel and resources are available to meet District technology needs and comply with applicable laws, codes and regulations
- Manages the data warehousing of demographic and assessment statistics as they relate to education and provides public information
- Manages District enrollment systems and implements District enrollment practices
- Supervises and evaluates instructional and administrative technology programs
- Installs and configures desktops, printers, switches, routers, servers, wireless access points, phone systems, etc; establishes and trains repair/maintenance teams to handle routine support
- Assure smooth and efficient information flow within the District; procure repair services for District computers, telecommunication systems, and peripheral equipment as needed
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files
- Develops, submits and monitors budgets and billings for the management of information/telecommunications technologies
- Coordinates staff development and provides District wide assistance with the implementation of technology questions/problems, troubleshooting as necessary
- Trains, supervises and evaluates the performance of assigned personnel
- Coordinates District web sites
- Attend and conduct a variety of meetings as assigned – including attendance at District school

- board meetings, with presentations to the board as required or requested
- Perform related duties as assigned

#### **KNOWLEDGE AND ABILITIES:**

- Ability to lead, plan, organize, involve others, manage, work confidently with discretion, and establish and maintain cooperative and effective working relationships with users
- Maintains knowledge of current developments in technology in regards to applicable laws, codes, regulations, policies and procedures
- Knowledge of computer and telecommunications business applications and business systems
- Ability to prepare project estimates and make projections of equipment, supplies and training needs
- Knowledge of budget preparation and control and organizational planning methods
- Knowledge of personnel management
- Ability to meet schedules and time lines and prioritize workload
- Ability to work independently and apply initiative and judgment in resolving problems within general policy guidelines regarding technology and enrollment
- Maintain records, prepare and report concise written and oral presentations
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with staff and the general public

#### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- Bachelors Degree from an accredited university in Computer Science, Business Administration or a related field or equivalent field work experience is required
- Demonstrate proficiency with current technology development and implementation standards for technology management, network infrastructure (LAN/WAN and wireless networks), and educational technology. Certifications in these areas preferred.
- SQL Server knowledge and CCNA/CCENT Certification preferred
- Minimum of five years of closely related experience working with information systems and telecommunications and management/supervisory

#### **LICENSES AND OTHER REQUIREMENTS:**

- Requires possession of a valid California Drivers License
- May require pre-employment physical examination

#### **WORKING CONDITIONS:**

##### ENVIRONMENT:

- Primarily indoor working environment

##### PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, bending, twisting, pushing or pulling moderately heavy objects as needed
- Dexterity of hands and fingers to operate a computer
- Moderate to high stress level

##### HAZARDS:

- Occasionally working in a cramped or restrictive work area

#### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.