

MORGAN HILL UNIFIED SCHOOL DISTRICT
Job Description

POSITION TITLE: *Director of Educational Technology and Information Systems*

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

The Director of Technology provides leadership in the development, implementation, and evaluation of all technology-related activities including voice, video and data.

REPRESENTATIVE DUTIES:

1. General:

- a. Develops with Instruction, Business and Human Resources Departments plans to implement district-wide technology systems and applications.
- b. Supports schools to develop and implement technology.
- c. Supervises and evaluates instructional and administrative technology programs.
- d. Maintains knowledge of current developments in technology.
- e. Coordinates the evaluation of hardware, networking and software for District use.
- f. Defines problems and formulates guidelines, policies, and procedures for implementing resolutions.
- g. Consults with teachers and principals to implement technology applications that integrate with the District.
- h. Procures repair services for the District's instructional and administrative computers and peripheral equipment.
- i. Coordinates District web sites.

2. Curriculum:

Manages the data warehousing of assessment statistics as they relate to instruction.

3. Community Relations:

Provides public information as it relates to District technology.

4. Finance:

Develops, submits and monitors budgets and billings for the operation of assigned programs.

5. Personnel:

Supervises, develops, and evaluates assigned personnel.

6. Professional Obligations:

- a. Develops and coordinates staff development activities.
- b. Coordinates the development and implementation of the District Technology Plan and chairs the District Technology Task Force.
- c. Represents the District at the county, state and federal agency meetings pertaining to assigned duties.

7. Authority and Functions:

Performs additional related duties and responsibilities as may be assigned by the Superintendent or designee.

8. Chain of Command:

Reports directly to the Superintendent annually regarding the progress toward established yearly goals.

EMPLOYEE STANDARDS:

Knowledge of Skills and Abilities Required

Ability to:

- a. See and read with or without vision aids; hear and understand speech at normal levels; communicate so others will clearly understand normal conversation.
- b. Deliver an assertive leadership style coupled with the ability to communicate effectively.
- c. Establish and maintain effective work relationships with those contacted in the performance of required duties.
- d. Recognize issues which relate to maintenance and operations.

Knowledge of:

- a. Correct English usage, spelling, grammar, punctuation, and vocabulary.
- b. Progressive business practices.

Skills in:

- a. Budget, organizational planning, personnel management and methods of cost and material control.
- b. Administration to advance the development of new programs, methods to enhance productivity and efficiency in maintenance and operations.

WORKING CONDITIONS:

- a. Physical demands including lifting up to 50 pounds, bending at the waist, pushing, pulling, carrying, twisting/turning, climbing ladders, dexterity of hands and fingers to operate tools and equipment.
- b. Light to moderate stress level.

ENVIRONMENTAL CONDITIONS:

- Work environment indoors and outdoors.
- Temperature - usually normal climate, occasional adverse weather conditions.
- Chemical exposure - occasional: solvents, paints and lacquers, chemicals and cleaning compounds.

CONTACTS:

- Daily contact with students and District staff.
- Occasional contacts with parents, community members and outside agency personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- Bachelors Degree from an accredited university in a related field.
- General California Administrative Services Credential issued by California Commission on Teacher Credentialing.
- Minimum of five years general management/supervisory experience in the maintenance/operations field.
- Past leadership and administrative experience in the area of technology.

OCCUPATIONAL CERTIFICATES/LICENSES:

- Possession of a valid California driver's license.
- First Aid and CPR certification.

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.

Adopted: January 25, 1999