

DIRECTOR OF TECHNOLOGY & INFORMATION SERVICES

Purpose Statement:

Under the Executive Director for Educational Services, the Director of Technology & Information Services administers the Technology & Information Services Department and school site certificated support staff by planning, organizing, directing, and reviewing the District's educational technology, information resources and infrastructure functions including educational technology support, administrative support, system software, network security administration, information systems operations, staff development, systems development, telecommunications, broadcast/educational television, and technical support.

Essential Functions

- Provides long-range vision and direction for district's technology, information, and data systems for education and administration.
- Develops and implements district-wide Technology Master Plan for Education.
- Provides leadership and support for innovative instructional programs incorporating technology.
- Assists in design and implementation of assessment program focused on formative and summative assessments.
- Designs, supervises and conducts staff development programs.
- Coordinates electronic systems for access to student information and assessment data for teachers and administrators to support classroom instruction.
- Chairs district's Educational Technology Committee and coordinates efforts to improve classroom instruction through technology use.
- Plans, organizes, directs and coordinates activities related to telecommunications, computer networking, and computer electronics.
- Regularly informs and updates the Superintendent Chief Learning Officer, Executive Director for Educational Services and school administration on technology projects, operational changes, and service level objectives.
- Informs senior management of potential problems before they occur and presents solutions.
- Develops, reviews and monitors project management standards for new and ongoing technology projects.
- Directs and participates in the monitoring of evolving technology and feasibility studies of the potential utilization of major technological advances.
- Directs the analysis of the cost effectiveness, achievability, and operational efficiency of proposed hardware acquisitions, software development, and purchases.
- Assists in instructional materials adoptions providing support for technology assisted instructional resources and constructivist approaches.
- Directs all technology purchases for district including school sites and administrative support.
- Establishes and maintains the district's hardware, software and network architectures.
- Manages, directs, reviews, evaluates and assigns projects to department personnel.
- Directs, reviews and participates in the analysis of current and prospective problems related to district information technology systems.
- Serves as a member of the Superintendent Chief Learning Officer's Cabinet.
- Directs, reviews and approves department personnel management functions, such as, hiring and termination, staff development, certificated and classified employee evaluations and discipline.

- Administers and interprets statutes, regulations and policies concerned with the legal responsibilities of the technology systems.
- Reviews business and administrative instructional processes for the possible application of new information technology.
- Reviews information technology bids, quotes and contracts with department and site administration and appropriate business department personnel.
- Participates in the development and implementation of internal technology policies, procedures and planning.
- Represents Technology before the Board of Education and in district department meetings.
- Participates in the development of district plans for a wide variety of subjects.
- Responds to outside auditor concerns and findings.
- Coordinates support and training in the use of technology systems.
- Develops and publishes information technology standards and procedures.
- Conducts regular review of disaster recovery plans and backup procedures.
- Meets regularly with departments and school administration to establish and review information technology needs; and other related duties.

Job Requirements:

Education: Bachelor's Degree (B.A., B.S.) from an accredited four-year college or university in education, information systems, computer science or related field. Master's Degree preferred.

Credentials: Clear California Teaching Credential; California Administrative Credential .

Experience: Five (5) years teaching experience; three (3) years site or district-level experience preferably in a technology/curriculum leadership role, additional technical experience desired including supervisory or management level capacity.

Additional Qualifications/Training:

Knowledge of educational and instructional leadership, theory and practice including innovative approaches to teaching and learning, utilizing technology. Technical and administrative principles and practices of information systems; principles and methods of communication network engineering, implementation and capacity planning; common hardware applicable to school district use including servers, telecommunications systems and peripherals; servers and network software systems utilized by school districts; principles and procedures of contract administration; audit, security control and monitoring procedures; methods, policies and principles used in information systems management, facility planning and construction; broadcast television production; school district information and records management; communications law; principles, methods and techniques of modern organization, management and supervising and training methods and techniques; technology rules, regulations and guidelines that apply to K-12 education; E-Rate and other funding systems for public school funding.

Ability to:

Lead, plan, organize and coordinate a broad education, information technology and infrastructure management program for a school district; establish and maintain cooperative and effective working relationships; communicate information systems procedures and requirements to users; program servers, using applications and application languages or other common programming languages; detect and prevent or correct errors in data and program structure, logic and coding; design, install, debug and document new information systems and train personnel; interpret and administer statutes, regulations, and policies concerned with the legal responsibilities of the school district; supervise and evaluate the performance of assigned staff; provide technical assistance to district information systems users;

assimilate and evaluate data in order to prepare clear, comprehensive reports and make sound recommendations based on the reports; communicate effectively both orally and in writing.

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time. Hearing and speaking to exchange information and make presentations. Seeing to read a variety of curriculum and complex financial records and reports. Dexterity of hands and fingers to operate standard office equipment. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

Successful Completion of Pre-Employment Process

Certificates & Licenses

Valid California Administrative Services Credential; Clear California Teaching Credential
Bachelor's Degree (B.A., B.S. – See Job Requirements)
Master's Degree Preferred
Valid California Driver's License

Additional Qualifications

Ability to travel to other sites/locations
Training in Professional Learning Communities – Preferred

Continuing Education/ Training

Training attendance at workshops as appropriate

Clearances

Criminal Justice Fingerprints/Clearance
TB Clearance
Drug Screening
Pre-Employment Medical Assessment

Supervision: Executive Director of Educational Services

Salary Grade: Management Salary Schedule Range 24

Work Year: 220 Days