

COAST UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Title: Technology Director

Definition: To provide support in the installation, set-up, troubleshooting, maintenance and operation of District computers and related components; provide basic network support including PowerSchool; and provide staff development in technology integration.

Responsibilities:

- Install and set-up new computer hardware, software and peripheral devices, relocate and/or remove existing equipment as needed; Operate computer hardware, software, and related components and troubleshoot problems, and perform preventative maintenance; Install and test software programs and upgrades; Troubleshoot problems related to computer hardware, software and related components; Assist in the installation and maintenance of local and wide area networks and data communications equipment; Install network interface cards, configure software and prepare equipment for connection to LAN/WAN systems; Assist in ordering parts and supplies from appropriate vendors; Keep records of repairs and maintenance; Maintain technical expertise and competence by attending vendor classes and seminars; Provide staff development to staff on hardware and software as well as integration of technology into the curriculum; Maintain District Student Information System and Data repositories.
- Maintain District Website; Perform other duties as assigned.

Qualifications:

Knowledge of:

- Computer hardware, specifications and capabilities
- Computer maintenance and repair methods and procedures
- Basic principles of computer networks and operations
- Computer software capabilities and applicability
- Staff development methods and resources
- Web authoring software

Ability to:

- Operate computer hardware and software diagnostic capabilities
- Analyze problems and formulate logical solutions
- Provide technical assistance to District computer users with widely varying levels of expertise
- Operate a full range of computer equipment and peripherals
- Work independently in the absence of supervision

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Demonstrate patience, warmth and liking for staff and students.
- Perform simple clerical work and light typing
- Maintain records related to computer maintenance, software installation, student data and computer security
- Meet continuous deadlines and resolve operational problems

Education and Experience:

- Must be computer literate; have familiarity with computer and network operation and maintenance
- Equivalent to completion of the twelfth grade supplemented by specialized training in computer systems operation, repair or a related field
- Desire Bachelor's Degree in Computer Science or related field with substantial training in computer and network systems operation and maintenance
- Have a valid California Driver's License

Physical Requirements/Working Conditions

Ability to:

- Understand speech at normal levels in person or on the telephone
- Communicate so others will be able to clearly understand a normal conversation in person or on the telephone
- Operate audiovisual equipment, computer, copy machine and other office and classroom equipment with dexterity
- Occasionally lift/carry computer equipment and supplies up to 75 pounds.

Working Conditions:

- Computer room/office working environment subject to sitting at a desk for extended periods of time, bending, crouching or kneeling in confined spaces while installing computer equipment, pushing/pulling equipment and cables, reaching in all directions and long periods of time working at a computer workstation.

Supervision

- Under the supervision of the Superintendent.

Evaluation

- Performance on this job will be evaluated in accordance with the provisions of the Coast Unified School District and the California School Employees Association Collective Bargaining Agreement.

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