

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Director of Information Services and Educational Technology

DEPARTMENT: Information Services and Educational Technology

POSITION SUMMARY: Under general direction of the Superintendent, administers and evaluates the information and communication services of the District to obtain maximum educational benefits of information and communication technologies; plans, organizes, directs, and participates in selecting, supervising, and evaluating job performance of information services programming, operations, and clerical and technical personnel; provides expertise for District use and implementation of information and communication technologies; coordinates and initiates relationships with private sector and public resources to enhance the District's use of information and communication technologies.

ESSENTIAL FUNCTIONS:

1. Administers the Office of Information Services and Educational Technology; including data processing, office automation, voice and electronic communications, distributed processing, and wide and local area networks.
2. Directs the development and maintenance of an information system, including feasibility studies, systems analysis and design, computer programming, conversion of data, information storage and retrieval, management data controls, and all related man-machine interaction.
3. Prepares and administers the Information Services and Educational Technology budget.
4. Prepares and monitors contracts for Information Services with outside vendors, agencies, and Districts.
5. Prepares reports of Information Services activities and accomplishments.
6. Meets and consults with departmental and school administrators on the development, maintenance, and effectiveness of information system applications; develops and maintains effective communication and working relationships with administrative departments and schools.
7. Represents the District in local, county, state and national information and communication services activities.
8. Recommends changes in the organization and procedures of Information Services and Educational Technology organization.
9. Supervises the evaluation, acquisition, installation, maintenance, and repair of information and communication technology equipment and software.
10. Coordinates ongoing evaluation, and recommends procedures to encourage response to instructional and administrative needs for information and communication resources.
11. Provides support in planning and implementation of staff development activities involving information and communication technologies.
12. Supervises preparation of detailed user procedural manuals.
13. Supervises and assures appropriate documentation of District information and communication resources.
14. Formulates and supervises feasibility studies, and plans and supervises original applications of information resources for instructional and administrative functions.
15. Coordinates the preparation of appropriate District information, communications and educational technology plans.
16. Coordinates the submission of District data as required by the State Department of Education.
17. Assures the security and validity of District information through the development of security and back-up/recovery procedures.
18. Develops goals and objectives for the Information Services and Educational Technology organization. Monitors progress toward goal attainment.
19. Supervises and assures that all District Software is properly licensed.
20. Maintains regular and prompt attendance in the workplace.
21. Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in a field related to the use of computer technology in educational and business settings, or equivalent is required, Master's Degree is desired. Recent advanced training or experience in the planning, implementation, and use of information and communication technologies applied to education is highly desirable. Must have working knowledge of modern information systems equipment including servers and microcomputers, terminals, printers and other appropriate hardware, communications equipment, computer languages and programming fundamentals, computer operating system fundamentals, installation, maintenance and repair of information system equipment. Valid California driver's license required.

SKILLS AND QUALIFICATIONS:

1. Ability to provide and carry out oral and written directions, to read, write and speak at a level sufficient to fulfill the duties to be performed.
2. Ability to plan and implement the installation and use of integrated information technologies in an educational system.
3. Ability to conduct effective staff development in information technologies.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to maintain positive working relationships with school personnel, students, and District staff.
6. Ability to manage and organize technology resources.
7. Ability to make fiscally responsible decisions.
8. Ability to select and manage classified staff with skills and abilities that match District needs and enhance program effectiveness.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and/or carry up to 50 lbs. at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District, site staff and the public.

SALARY: Leadership/Management Salary Range 58

DAYS OF SERVICE: 225 days

Adopted: H.S. Board 12/13/94

Revised: H.S. Board 10/24/95

Elem Board 01/10/95

Elem Board 10/10/95

Revised: TUSD 5/9/06

Revised: 11.8.16 (range only)