

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF INFORMATION TECHNOLOGY

BASIC FUNCTION: Under the administrative direction of the Assistant Superintendent, Business Services, the Director of Information Technology is responsible to plan, organize, direct, coordinate, manage, control and supervise the District's information technology program and vision; coordinate the selection and utilization of computer hardware and software, and related technology for the District's instructional and administrative needs; assure successful computing/networking communications among and between the various instructional units, school sites and the District Office; provide leadership in the development of information management systems and educational technology applications; supervise and evaluate the performance of assigned personnel, and to perform related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, leads, directs, develops, implements, and monitors all aspects of the Information Technology including but not limited to purchase, installation, repair, maintenance and upgrading of computers, networks, telecommunication systems and networks, voicemail, and reprographics.
- Directs and focuses the vision of all aspects of information technology services in support of the missions, tasks, functions, and goals of the District.
- Directs and facilitates ongoing District wide needs assessment and development of a technology implementation plan to ensure delivery of efficient and effective day-to-day and ongoing information system and technology services Districtwide.
- Plans, organizes, schedules, and coordinates all information technology services with school site administrators and/or program directors.
- Provides technical support for users of computer systems Districtwide; responds to requests for technological assistance from District or site personnel; works with site or District personnel to assure optimal acquisition, installation, maintenance, utilization, repair and security of available technology.
- Seeks continuously to simplify procedures, improve system performance, increase dependability, and reduce costs.
- Directs, facilitates, and monitors information system implementation efforts to ensure that the District keeps pace with day-to-day demands, and anticipates future needs.
- Plans and coordinates the set up of file servers, workstations, and workgroup printers and installation and maintenance of local area and wide area networks, including designing configuring, managing and troubleshooting the system; maintains the operational integrity of the District's computing networking systems
- Provides for information technology services through the preparation of long and short range plans and budgets for information technology services.
- Develops, monitors, and controls the Information Services budget.
- Establishes and recommends priorities for information technology improvement (new, modernization, or minor) related projects.
- Maintains frequent group and one-to-one communication and works in a collaborative manner with principals and district administrators to facilitate decision making and problem solving in the area of computers and technology services and needs assessment.
- Oversees progress toward objectives relating to migration of data, upgrading of systems and networks, and other project management efforts.
- Reviews, monitors, and facilitates negotiations with vendors and agencies to provide cost-effective resources in terms of day-to-day demands and longer term goals and objectives.

- Assures compliance with applicable state, local, and federal rules, regulations, and laws, as well as the policies, and procedures of the District.
- Establishes and maintains effective working relationships with a variety of groups including teachers, students, administrators, vendors, consultants, community members, and other as required.
- Develops work methods, analyses procedures, and refines schedules.
- Prepares or reviews and corrects/approves all computer or technology orders, and supervises the preparation of plans, cost estimates, specifications, bid forms, and contracts for labor, installation, material, and services including all activities related with doing public bids for technology.
- Prepares periodic financial, operational, statistical reports as required or directed.
- Oversees reprographic services for the District.
- Administers the assignment and distribution of personnel; provides ongoing reviews of organization structure, staffing, and departmental policies and procedures.
- Selects, oversees and participates in employee selection, and oversees the performance evaluation process of all assigned personnel. Evaluates subordinate administrative and assigned personnel.
- Provides for employee growth through in-service and outside training opportunities so as to determine the level and nature of specialized training required to keep staff current with emerging technologies.
- Responds to emergency situations and directs the emergency management program.
- Participates in facilities planning for technology, and sits as members of boards, committees and study groups.
- Provides technical expertise, information, and assistance to the Assistant Superintendent, Business Services, regarding assigned functions; advises the Assistant Superintendent of unusual trends or problems and recommends appropriate corrective action.
- Performs such other related duties as may be required or directed

QUALIFICATIONS GUIDE:

Knowledge of:

- Planning, organization and direction of the Information Technology Department and current and new technologies related to information technology
- Preventive maintenance procedures, policies and programs related to technology equipment.
- Effective techniques for assessing and analyzing user needs and recommending hardware and software solutions.
- Methods, procedures, terminology, usage and development of data management and substantial relational database systems theory, usage, and management.
- Current technology, software applications, office methods and practices sufficient to manage complex database systems, network management (LAN and WAN environment) and protocols, intranet and Internet access, personnel computers operation, as well as multiple hardware and software platforms.
- Industry-standard network operating systems; workstation hardware and software; wide area network technologies – routers, telephone circuits; local network technologies - wiring, wireless, hubs, switches, public and educational business practices, and emerging trends in networking as it applies to educational technology.
- California Administrative Code, California Education Code, Building Codes, Health and Safety Codes, Public Contracts Codes.
- Budget process and fiscal management
- Operation of various computers, operating systems and software, network systems and software, including the Internet.

Ability to:

- Communicate effectively orally and in writing, as well as provide in-service to teachers, employees, or other groups.
- Effectively communicate with tact, discretion, and courtesy in dealings with superiors, subordinates, and the general public in order to establish and maintain effective relationships with general public, district staff, parents, and contractors.
- Manage multiple efforts simultaneously.
- Solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Estimate time, materials, and costs needed on a wide variety of projects.
- Determine priorities and schedule work effectively and efficiently.
- Analyze complex issues, formulate reports, organize and present data and provide summaries, conclusions and solution options.
- Plan, organize, control, and direct the activities of an information technology department.
- Coordinate the selection and utilization of computer hardware and software, and related technology for the District's instructional and administrative needs.
- Administer web services
- Provide leadership in the development of information management systems and educational technology application for instructional and administrative units.
- Manage and supervise a diverse workforce, effectively implementing recognition, evaluation systems, and discipline to maintain employee confidence and morale.
- Work independently with little direction along with the ability to meet schedules and time lines.

EDUCATION AND EXPERIENCE: Any combination equivalent to: a bachelor's degree in computer science, management information systems, business administration, or closely related field including or supplemented by courses in information systems, systems analysis, information storage/retrieval systems, and project planning and control from an institution of higher learning accredited by one of the six regional accreditation association as recognized by the Council on Post-Secondary Accreditation courses, and a minimum of 5 years of progressively responsible experience in systems engineering, networking, communications, and operating systems for information technology management with a minimum of 3 years of management responsibility. School district experience preferred with responsibility for information technology.

LICENSE: Possess and maintain a valid California Driver's License (Class "C" minimum) and remain insurable at the standard insurance rate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or free objects, tools, or controls and talk and hear. The employee is required to sit frequently. The employee is required to stand and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl, and taste or smell.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in the office and field. Driving to various locations is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and vibration. Also, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

WORK YEAR: 12 months *

* Includes 21 days paid vacation per year

SALARY RANGE: Classified Management Salary Schedule – Range III

ADOPTED BY PERSONNEL COMMISSION: November 9, 2005
APPROVED BY BOARD OF EDUCATION: December 12, 2005