



JOB DESCRIPTION

Position Code: 283
Management Group: Cabinet
Work Days: 225
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POSITION TITLE: Senior Director, Technology Services

DEFINITION: The Senior Director, Technology Services is responsible for the district vision, implementation and administration of the technology service functions of the San Juan Unified School District. The incumbent serves as systems manager and provides highly responsible leadership and technical administrative support in the area of technology services. This position increases effectiveness and reduces costs, to the ultimate benefit of the educational program.

DIRECTLY RESPONSIBLE TO: Superintendent of Schools

SUPERVISION OVER: Classified staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Plan, organize, direct and coordinate activities of the Technology Services department, including selection of hardware and software, district's networking and cabling, and installation and use of technology to support the district's instructional programs and provide for efficient administrative support.
2. Develop and administer policy guidelines, system standards and operating procedures; interpret policy and establish goals for the department.
3. Develop and administer assigned budgets; direct the forecast of and recommend additional funds needed for staffing, equipment, material and supplies; monitor and approve expenditures.
4. Establish departmental priorities; coordinate systems, program studies and procedural developments.
5. Support, maintain and repair all district technology used in instruction and all support services.
6. Coordinate with the Teaching and Learning and Human Resources departments to provide professional and technical-level advice and training to administrative, instructional and support personnel on the use of computers, work stations, software and related technology.
7. Provide technical advice and direction on the acquisition of computers and network-related hardware, software and related technology; recommend standards for computers, software and computer-related technologies.
8. Serve as an advisor to user committees.
9. Evaluate the performance of computer services personnel and provide training as needed.
10. Oversee contractors who provide technology, computer, software and other services to the district.
11. Participate in the selection of new employees.
12. Supervise, train, motivate and evaluate staff.
13. Establish and monitor employee performance and objectives; prepare and present employee performance reviews; work with employees to correct deficiencies; implement discipline procedures when necessary.
14. Provide and/or coordinate staff training.
15. Coordinate activities with other district departments and outside agencies and organization.
16. Coordinate and control all electronic technology procurements district-wide; coordinate and review the procurement of all equipment, materials and supplies.

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17. Perform other duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of training, education and experience equivalent to: a bachelor degree or higher from accredited college or university with an emphasis in computer science, business or public administration, or other acceptable field; and increasingly responsible supervisory or managerial experience in the development and maintenance of computers and network systems, computer and technology repair and service, systems programming, user training, budgeting and management of contracts and contractors.

Licenses and Certificates:

- Possession of a valid California driver's license

Knowledge, Skills, and Abilities:

- Knowledge of principles and methods of systems analysis, computer programming and scheduling
- Knowledge of principles and methods of information processing, storage retrieval and network
- Ability to plan, coordinate and direct the work of subordinates
- Ability to initiate, conceptualize, formulate, analyze and prepare new programs and systems
- Ability to assist in the development and installation of effective techniques for improving data processing design
- Ability to maintain effective working relationships with school administrators, district staff and employees
- Ability to express oneself clearly and concisely, both orally and in writing

Health

- Evidence of freedom from active tuberculosis (CA Education Code section 49406)

WORKING CONDITIONS

Work Environment:

- Indoor office or meeting room environment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, with small groups and on the telephone
- Remain in a stationary position for extended periods of time
- Sufficient physical mobility to move about the district and drive an automobile
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions

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This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 6/29/2016

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Revised: 5/25/2010

Revised: