

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF INFORMATION TECHNOLOGY

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Business Services, plan, organize, control and direct the operations of the Information Technology Department; align Department budget and staffing with District administrative and instructional technology goals; prioritize and manage technology projects; assure the privacy and security of computerized data; train, supervise and evaluate the performance of assigned personnel; and ensure the successful integration of educational technology with District systems and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. 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.
2. Directs and focuses the vision of all aspects of information technology services in support of the missions, tasks, functions, and goals of the District.
3. 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.
4. Works in collaboration with Education Services for the successful integration of educational technology and digital learning into the instructional program.
5. 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.
6. Seeks continuously to simplify procedures, improve system performance, increase dependability, and reduce costs.
7. Directs, facilitates, and monitors information system implementation efforts to ensure that the District keeps pace with day-to-day demands, and anticipates future needs.
8. Provides for information technology services through the preparation of long and short range plans and budgets for information technology services.
9. 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.

10. Oversees progress toward objectives relating to migration of data, upgrading of systems and networks, and other project management efforts.
11. Assures compliance with applicable state, local, and federal rules, regulations, and laws, as well as the policies, and procedures of the District.
12. Establishes and maintains effective working relationships with a variety of groups including teachers, students, administrators, vendors, consultants, community members, and other as required.
13. 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.
14. Responds to emergency situations and directs the emergency management program.
15. Participates in facilities planning for technology, and sits as members of boards, committees and study groups.
16. 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.
17. Prepare Board of Education agenda items; describe background, details and costs related to large purchases or vendor contracts; conduct formal presentations to the Board, Cabinet, staff or community agencies as required.
18. Identify trends and new technologies relating to Department services and District needs; attend workshops, trainings and webinars on a variety of technology and education-related topics.
19. Researches, recommends, and orders new educational technology equipment, supplies, parts, and tools for school sites and district office.
20. Communicates with district administrators, other departments, and outside agencies to coordinate activities, exchange information, and resolve issues.
21. Performs such other related duties as may be required or directed

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Information Technology Department and current and new technologies related to information and educational technology.

Current trends in educational technology and experience in integrating technology systems to support teaching and learning.

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.

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, and Cisco Networking System.

Interpersonal skills using tact, patience and courtesy.

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.

Manage multiple efforts simultaneously.

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.

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 timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science or related field and five years increasingly responsible experience in technology management including two years in a management capacity. School district experience preferred.

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 V

ADOPTED BY PERSONNEL COMMISSION:

APPROVED BY BOARD OF EDUCATION: