

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 20, 2016
Revision Approved: March 5, 2024
Salary Schedule: 260

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: ASSISTANT SUPERINTENDENT, INNOVATION AND TECHNOLOGY SERVICES

JOB PURPOSE STATEMENT: Under the direction and supervision of the Superintendent, the Assistant Superintendent for Innovation and Technology Services shall be responsible for executive leadership in planning, organizing and administering the Innovation and Technology Services division of the District. Assistant Superintendent for Innovation and Technology Services will provide leadership in developing educational and information technology services, assures the smooth operation of all programs relating to technology and library/media services for the district including instructional technology and the district's Student Information System (SIS), manages educational technology and technical staff, develops and oversees instructional and information technology budget and coordinates contract services, and provides collaborative leadership in the District's vision and long-range strategic planning.

JOB FUNCTIONS:

- Provide vision, leadership, and direction in educational technology planning and identify areas of growth to increase student access to information, educational platforms, and to improve student learning outcomes.
- Research, lead and coordinate district-wide innovative initiatives and build collaborative structures with outside organization partnerships.
- Work with educational and information technology staff in the planning and implementation of innovative initiatives.
- Demonstrate the leadership to design solutions for educational applications of technology and promote their use by teachers, students, and administrators.
- Manage the department and align with district-wide goals as related to the areas of policy, goals, budget, and special projects to meet the current and future technology needs of the district.

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JOB FUNCTIONS - continued:

- Assist in the development of policies and coordination of the execution of adopted policies, regulations, procedures and guidelines related to information technology.
- Manages and directs the maintenance, administration and upgrading of district information systems including but not limited to: district network (LAN and WAN), switches and routers; district website virtualization, Cloud Computing, Server based Software; computer systems (both PC and MAC); voice and data telecommunications ; content filters; handheld computers; copier and printers.
- Ensures optimum acquisition, deployments, installation, maintenance, utilization repair and security of available technology.
- Actively seeks future technology, studies educational trends and implements best practices in information and telecommunications technologies and evaluates their applicability to District operations.
- Participate in and lead local, regional, state, and national professional organizations in the areas of education, educational technology, and information technology.
- Develop and maintain a Personal Learning Network (PLN) for the purposes of staying abreast with new technology and pedagogical practices.
- Administers and supervises the Districts' library/media services program to include planning, implementation, material selection, and evaluation of the program and staff.
- Oversees all administrative functions for the district's Student Information System (SIS), including student enrollment, CALPADS and CBEDS data collection.
- Supervises such personnel as the Superintendent may assign either temporarily or regularly.
- Serves as a member of the Superintendent's Cabinet.
- Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
- Provide the district with timely and relevant research, reports, and presentations to improve instruction and to improve student learning outcomes.
- Lead and collaborate with district leadership teams, curriculum councils and committees, and district and site level Education Technology Councils to implement appropriate uses of technology for instruction.
- Works with community organizations to provide information, reports, or presentations on district programs and initiatives.

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JOB FUNCTIONS - continued:

- Develops, maintains, and leads staff in professional development programs and provides direction and oversight in the development of any new or revised educational programs.
- Supervises, manages, and evaluates all information technology staff members.
- Manage and oversee technical staff in the performance of a variety of technical services in the installation, troubleshooting, and maintenance of hardware and software; installation, configuration and maintenance of a variety of multi-vendor hardware and software in workstations and stand alone environments.
- Ensure that technical staff responds to technical inquiries and provides information.
- Identify, troubleshoot and resolves network issues related to printing, application access, workstation communication and memory management for district users.
- Ensures that technical staff configures, maintains, tests and operates network backups and redundant systems.
- Ensures that the district maintains security of IT data, systems, services and equipment.
- To determine priorities and schedule work effectively and efficiently.
- To use interpersonal skills with tact, patience and courtesy.
- To work independently and maintain high standards of workmanship.
- To communicate effectively and tactfully in both oral and written forms.
- To be a productive and active team member.
- To work successfully with diverse groups of people.
- To maintain a pleasant appearance and demeanor.
- To handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
- To exercise independent judgment and problem-solving skills related to specific areas of responsibility.
- Establish and maintain effective working relationships with staff, students, parents, and community members.
- Serves on such lay or staff committees as the Superintendent may direct.
- Administer other duties as assigned by the Superintendent.

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KNOWLEDGE AND ABILITIES:

Knowledge of:

- Current server, computer, mobile device, and telecommunication systems, and their related hardware, software and other technologies, including virtualization and cloud computing.

KNOWLEDGE AND ABILITIES - continued:

- Pertinent Federal, State and local laws, codes, regulations and the E-Rate process.
- Current trends in both commercial and enterprise class information technology and education technology.
- Concepts and principles of local, wide area and metro scale networks and protocols.
- Characteristics, capabilities and uses of telecommunication system components, including data communications equipment protocols, computer operating systems, network related software, and specialized programs for network operations.
- Principles and practices of administration including supervision and training.
- Preventive maintenance principles, policies and programs related to enterprise class technology equipment.
- Effective techniques for assessing and analyzing user needs and recommending hardware/software solutions.
- Hardware and software installation, maintenance, repair, and upgrade techniques.

Ability to:

- Research and prepare a District-wide information technology plan that includes and integrates educational technology.
- Develop, implement and maintain computer and telephone systems and related technology.
- Assess current and future computer and telecommunication resource needs.
- Develop plans for timely acquisition and implementation of information technology and education technology systems.
- Ensures adequate resources for technical training in advanced computer and network technology as needed.
- Supervise, evaluate, train and coach personnel.
- Establish and maintain cooperative and effective working relationships with staff.

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KNOWLEDGE AND ABILITIES - continued:

- Communicate effectively both orally and in writing.
- Read and interpret technical documents such as operational instructions and technical procedures.
- Demonstrate leadership skills to manage the technology department by maximizing the skills and talents of the staff. Deploy human and technical resources to support the operational and instructional components of the District.
- Operate, maintain and manage the District network and keep the network functioning to support the operation and instructional departments.
- Operate a variety of equipment including desktop computers, laptop computers, printers, handheld units, and fax machines.
- Set priorities which accurately reflect the relative importance of the tasks to be completed.
- Work independently and follow through on assignments with minimal direction.
- Work as part of a team and collaborate with others.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds) and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's degree required
- Master's degree and teaching credential highly desired

Experience:

- Five (5) years of increasingly responsible experience in instructional and information technology or related field for a large business or governmental entity. Two (2) years of supervisory experience is highly desired.

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Licenses, Certifications, Bonding, and/or Testing Required:

- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position