

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Director I, Technology Services

QUALIFICATIONS

EDUCATION:        Required        B.A. or B.S. in Computer Science and/or equivalent related field.

Desired        Possession of MSCE or CNNA Certificate, experience in an education setting.

EXPERIENCE:        Required        A minimum of two years experience working in the technology field that includes some management experience. Experience in installing hardware and software and troubleshooting network problems.

PERSONAL QUALIFICATIONS:        Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the assigned supervisor, the Director I, Technology Services, supervises and coordinates the Technology Services Department including the development of fiscal management practices and procedures; directs the efficient operation of the department; evaluates assigned personnel; and performs related work as required. The Director I, Technology Services, serves as a point of escalation for complex issues in the areas of networking, telecommunications, server, and desktop support encountered by district staff.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Director I, Technology Services, job performance will be as follows:

1. Effectively provide leadership and assistance in the implementation of policies and procedures for network maintenance, telecommunications systems, and computer operations.
2. Provide supervision and participate in the evaluation, installation, testing and maintenance of complex networks and the software, where necessary, on the District's Wide Area Networks (WAN) and Local Area Networks (LAN) to ensure full and productive use of district technology.
3. Directs department personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
4. Supervises and directs the work of the Technology Manager.
5. Provide effective management of the budget and expenditures of the department.

6. Provide informed direction and support for the purchase, maintenance, and troubleshooting of all types of equipment related to all aspects of technology.
7. Supervise and manage the District's e-mail services.
8. Assist and develop District e-mail policy and practices.
9. Maintain District Acceptable Use Policies.
10. Manage and oversee the installation and maintenance of the District's Telecommunication system.
11. Supervise the development and maintenance of the District web-site.
12. Coordinate and ensure that the updates of all school site School Accountability Report Cards and web pages are maintained.
13. Assist schools, as needed, with the implementation of technology related grants.
14. Work closely with departments, sites, and divisions to ensure optimum acquisition, deployment installation, maintenance, utilization, repair, and security of available technology.
15. Participate in the development and implementation of the District's Future Ready Initiative, responding to short and long term administrative and instructional technology needs, and develop tracking and evaluation programs to assist in accomplishment of established Board of Education goals.
16. Implement a District computer maintenance and upgrade program.
17. Directs departmental operations and supervises appropriate staff.
18. Effectively direct and coordinate communication efforts to the District's administration regarding policies, practices, and procedures related to professional and instructional technology.
19. Continuously keep abreast of new technology-related information, trends, events, and potential challenges in the area of technology.
20. Research trends, products, equipment, tests, etc., for the purpose of recommending procedures and/or purchases.
21. Work with vendors to select hardware and software, and provide project management for LAN, WAN, Internet, PC and data hardware and software.
22. Provide consistent, timely, and effective communication regarding incidents and/or situations which might impact the District, its divisions, or its schools.
23. Build and maintain a positive relationship with the county Technology Department.
24. Demonstrate an active and consistent effort to maintain or improve the external and internal image of the District, its divisions, and its schools.

25. Establish annual objectives deemed appropriate by the supervisor.
26. Gather appropriate data in support of the status of annual objectives and job description elements.
27. Effectively accomplish other duties assigned by supervisor.

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