

## **BUENA PARK SCHOOL DISTRICT**

### **ADMINISTRATOR - INFORMATION AND EDUCATIONAL TECHNOLOGY**

#### **DEFINITION**

Under the general direction of the Chief Operating Officer or Superintendent designee, the Administrator - Information and Educational Technology has responsibility for managing, directing, coordinating, supervising, and evaluating the functions of the Technology and Media Services department for the District. This position requires regular site visits to enhance the effective integration of educational technology and software while playing a pivotal role in shaping the District's educational landscape through technology.

#### **EXAMPLES OF DUTIES**

##### **Leadership and Vision:**

- Guide the Management Team and all stakeholders on Educational Technology trends and professional development opportunities to ensure continuous learning and adaptation.
- Champion the use of technology in the classroom and across the District to maximize its potential for learning and engagement.
- Provide leadership and direction for the planning, development, and implementation of educational technology and infrastructure and resources. This includes STEM/STEAM education, applications, cloud-based solutions, and network infrastructure that meet both operational and educational needs.
- Lead the Management Team on technology-related matters, including computer and network services, internal and external communications, personnel, facilities, equipment, and centralized services.

##### **Strategic Initiatives:**

- Develop and implement a comprehensive Technology Plan aligned with the District's educational goals and strategic objectives.
- Build and maintain positive relationships with external stakeholders, including vendors, technology providers, and community partners.
- Foster collaboration and partnerships with internal stakeholders, including teachers, administrators, and staff, to leverage technology for effective teaching and learning.
- Manage the District's network infrastructure, ensuring secure, reliable, and high-performance connectivity for all users.
- Develop and implement data security, privacy policies and procedures to protect sensitive information.
- Oversee the selection, acquisition, deployment, and maintenance of technology hardware, software, and services.
- Oversee and implement the District's E-Rate initiatives and technology grant opportunities.

##### **Operational Excellence:**

- Supervise and manage the Technology and Media Services department, including staff performance, budget allocation, and resource utilization.
- Establish and enforce technology standards and policies to ensure efficient and effective use of resources.
- Monitor and evaluate the effectiveness of technology initiatives and adjust as needed.
- Provide ongoing support and guidance to staff on integrating technology into their daily work.
- Stay informed about the latest advancements in educational technology and identify opportunities for innovation and improvement.
- Perform other duties as assigned

#### **QUALIFICATIONS**

This position offers a unique opportunity to shape the future of education through technology leadership. The ideal candidate will be a passionate and visionary leader who can drive innovation, collaboration, and excellence in educational technology for the benefit of all students and staff.

- California K-12 administrative credential or in the process of obtaining an administrative credential.
- Master's degree in information technology, education, or related field.
- Minimum of 3 years of experience in a leadership role with educational or informational technology.

## **BUENA PARK SCHOOL DISTRICT**

### **ADMINISTRATOR - INFORMATION AND EDUCATIONAL TECHNOLOGY**

#### **Page 2 of 3**

- Worked in a K-12 school district for five or more years.
- Proven track record of success in planning, implementing, and managing technology initiatives.
- Strong understanding of curriculum development and integration of technology in the classroom.
- Excellent communication, interpersonal, and leadership skills.
- Ability to manage multiple priorities and deadlines effectively.
- Demonstrated commitment to continuous learning and professional development.

#### **Knowledge Of:**

- Concepts and techniques of project management
- Concepts of managing and supporting multiple devices, platforms and operating systems such as, but not limited to:
  - Apple iOS, MacOS and devices, Active Directory, Office 365, and Google Workspace (Suite\Apps for Education), Microsoft Windows OS and devices, Chromebook devices
  - Wi-Fi for a large network
  - Voice Over IP (VoIP) Networks and related security principles
  - Mobile device management platforms (MDM): Airwatch, JAMF, Google, Microsoft Intune
  - Communications software such as VOIP, team chat, bells/clock over IP, terminal emulators, email, and web browser clients for multiple platforms
  - Content Filtering with different levels of filtering options
- Concepts of managing and supporting multiple cloud platforms such as, but not limited to:
  - Microsoft 365
  - Google Workspace
  - Learning Management Systems (LMS): Canvas, SeeSaw, Google Classroom
  - Educational Identity and Access Management (IAM) systems: Classlink and Clever
  - Various educational digital and cloud based resources
- Managing budgets and allocating resources supporting the District's technology implementation
- Concepts of networks: inter-district, wireless, and access to the Internet
- Professional organizations that support technology and educational technology: CITE, CUE, ISTE
- Security features in an organization: strong password management and Two or Multi-factor Authentication (2FA or MFA)

#### **Ability To:**

- Communicate clearly and effectively with technical and non-technical personnel
- Organize and present information using standard productivity tools including word processors, spreadsheets, presentation, and diagram/graphics programs
- Establish and maintain effective working relationships with a wide variety of users and maintains a high level of professionalism making the needs of users a top priority
- Meet schedules and timelines
- Operate network diagnostic equipment and utilities
- Perform light physical labor
- Perform network, computer and peripheral equipment diagnostics, maintenance and repair
- Utilize tools, test equipment and materials of the network and computer equipment repair
- Plan and lay out network and computer repair work including estimating labor, time, and material costs
- Work from plans, specifications, diagrams and technical manuals
- Operate district vehicles, observing legal and defensive driving practices
- Maintain accurate records and technology inventory
- Maintain tools and equipment used and assigned in clean working order, providing proper security

## **BUENA PARK SCHOOL DISTRICT**

### **ADMINISTRATOR - INFORMATION AND EDUCATIONAL TECHNOLOGY**

**Page 3 of 3**

- Learn new, complex computer and network systems in order to keep pace with a rapidly expanding technology
- Understand and carry out oral and written directions; communicate effectively with district administrators, certificated and classified employees
- Provide overall management and technical guidance to field service and network staff
- Adhere to all applicable attendance rules and regulations, and to perform all essential functions of the job with or without reasonable accommodations

### **WORKING CONDITIONS**

#### **Environment:**

Office and school environments, with frequent interruptions

#### **Physical Demands:**

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines; communicate clearly in English; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb stairs, steps, and step ladders; lift and carry up to 20 pounds; exhibit full range of motion for shoulder external and internal rotation, shoulder abduction and adduction, and flexion and extension of elbow, shoulder, hip and knee; operate office machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and conduct frequent repetitive arm, hand and body motion.

### **LICENSE REQUIREMENT**

Possession of a valid California Motor Vehicle Operator's License

### **CONDITION OF EMPLOYMENT**

Insurability by the District's liability insurance carrier

***Board Approved: 3-11-24***

**BUENA PARK SCHOOL DISTRICT**

Suggested Schedule

STEP	1	2	3	4	5
Elementary Principal	\$134,215	\$140,109	\$146,125	\$151,970	\$158,048
Elementary Assistant Principal	\$113,273	\$118,609	\$124,198	\$130,051	\$135,253
Work Year (for above)	204 Days				
Vehicle Allowance (for above)	\$260 per month (10 months)				
Coordinators (Educational Services)	\$118,100	\$123,664	\$129,491	\$135,594	\$141,982
Middle School Principal	\$137,503	\$143,543	\$149,707	\$155,694	\$161,921
Middle School Assistant Principal	\$121,516	\$127,242	\$133,237	\$138,567	\$144,110
Work Year (for above)	209 Days				
Vehicle Allowance (for above)	\$260 per month (10 months)				
Administrator, Early and Expanded Learning Administrator, Information & Educational Technology	\$140,164	\$146,715	\$153,159	\$159,734	\$166,123
Work Year (for above)	223 Days				
Vehicle Allowance (for above)	\$260 per month (12 months)				
Anniversary Steps	Beginning of Year 6 \$1,000 Beginning of Year 10 Additional \$2,000 = \$3,000 Beginning of Year 15 Additional \$3,000 = \$6,000 Beginning of Year 20 Additional \$3,000 = \$9,000 Beginning of Year 25 Additional \$3,000 = \$12,000 Effective at the beginning of years of service in management in Buena Park School District.)				

**Doctoral Stipend: \$2,500 (Annual Amount)**

**Health Benefits**

Premium Cap paid by BPSD for a full-time employee:

	Effective 10/1/2022	Effective 10/1/2023
Employee	\$7,000	\$7,725
Employee + 1	\$14,000	\$15,450
Employee + Family	\$18,500	\$20,425