

## **DIRECTOR OF INFORMATION TECHNOLOGY**

### **DEFINITION**

Under the supervision of the Assistant Superintendent, Administrative Services, develops, coordinates, implements, and manages technology in the School District. Provides leadership and coordinates the District's instructional and administrative technology applications.

This position is not part of the Superintendent's cabinet.

### **EXAMPLES OF DUTIES**

- Develop, implement and monitor long term plan for district instructional technology, reflecting established objectives such as district and state technology plans, curriculum guides and frameworks.
- Provide district leadership and coordination in the use of technology including voice, data, and video, facilitating implementation of district mission and goals.
- Supervise, coordinate, and evaluate the efforts of assigned staff, committees or volunteers.
- Determine and provide for information processing needs of educational and administrative operations.
- Manage the district's network system, e-mail systems, student information systems and other data systems.
- Evaluate proposals for changes in the district use of technology.
- Develop and monitor the district's technology program budget.
- Provide for the development, implementation, and support of local area networks (LANs), wide area networks (WANs), and cloud networks.
- Provide for development and implementation of an equipment acquisition, inventory, maintenance, and replacement plan.
- Assist Curriculum and Instruction to provide staff development and training activities for district staff and volunteers in the area of instructional and administrative technology.
- Provide for the development of new multi-media resources and technological applications opportunities for students.
- Perform complex systems analyses.
- Remain current in information technology through professional associations, journals, contact with manufactures.
- Serve as district representative with architects, engineers, and other design professionals .
- Develops, implements, and oversees district wide technology plan.
- Directs and coordinates management of the District's websites
- Perform all other duties as assigned.

## **REQUIRED QUALIFICATIONS**

### **Knowledge of:**

- The purposes of education and how information technology helps teachers, staff, and students in their educational tasks;
- Instructional methodology, learning, assessment and the development of school culture;
- Relevant State and Federal regulations and procedures;
- Java, Windows Server, SQL, HTML 5, and PowerSchool SIS support;
- Applications such as Microsoft Exchange, Office, Filemaker, and Powerschool;
- Effective communication techniques;
- Networks and Network Operating systems; and
- Telecommunications technologies.

### **Special requirements:**

- Licenses: Must possess valid California driver's license

### **Education:**

- Bachelor's degree in Computer Sciences, Instructional Technology, or related field; OR
- High school Diploma or equivalent to the completion of the twelfth grade (GED) AND training and/or coursework equivalent to a Bachelor's Degree in Computer Sciences, Instructional Technology, or related field.

## **DESIREABLE QUALIFICATIONS**

### **Ability to:**

- Use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contacted in the course of work;
- Apply knowledge and understanding of technology to analyze and identify present and potential technology problems, develop and evaluate alternate solutions, and propose plans of action;
- Plan, direct, and establish priorities and simultaneously coordinate a variety of projects;
- Prepare and present clear and concise reports;
- Conduct regular training and in-service for district personnel;
- Direct and evaluate the operations and activities related to technology including districtwide network: the purchase, installation, repair and use of electronic equipment, software, and computer peripherals, and;
- Communicate technical concepts and information in layman terms.

### **Experience:**

- Responsible experience in coordination/administration of technology in an educational setting;
- Three years experience in maintaining, managing, and troubleshooting network systems.

**SUPERVISION**

Works directly under the supervision of Administrative personnel.

**Board adopted: March 3, 2014**