**Enterprise School District**
**Job Description**

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| Job Title: | Director of Technology (Non-Represented Salaried Management)) |
| Reports To: | Superintendent or Designee |
| Prepared By: | Human Resources |
| Prepared Date: | December 13, 2024 |
| Approved By: | Board of Trustees |
| Approved Date: | January 8, 2024 |

## SUMMARY

Under the supervision of the Superintendent or Designee, is responsible for the formulation and administration of district wide technology. Works closely with administrators, acts as the lead person in the design and implementation of connectivity (internet, telecommunications & email). Coordinates and provides support for all district technology which includes diagnosing, and repairing of hardware. Regular trainer for all district staff. Supports ongoing analysis and coordination of district technical needs in Instruction, Business and Human Resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Build and maintain positive relationships with other public officials, school employees, parents, students, and vendors using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast-paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems or challenges to the supervisor in a timely and clear manner
- Maintain a high level of confidentiality
- Assist with ensuring campus safety and contribute to a secure learning environment
- Communicate effectively with others, demonstrating strong listening skills and clear communication
- Act as liaison among internal and external district customer groups
- Consult and collaborate with outside agencies in the design, installation and maintenance of local and wide area networks
- Maintain current knowledge of technology methods, practices, and standards, including, but not limited to, laws, codes, regulations, policies and procedures
- Coordinate with the technology committee regularly for implementation of district goals, report out as needed to district administration, such as, but not limited to, the Superintendent and Administrative Council.
- Assist in development and preparation of department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Manage and submit appropriate paperwork for various state and federal data reports, technology grants, and discount programs, including e-rate (as appropriate)
- Establish and maintain district hardware and software standards, determine life-cycle schedule for hardware, and manage the rotation/replacement of cquipment
- Develop and support specific programs and applications

- Implement, support, and maintain technology protocols
- Install, maintain, enhance existing networks and systems for school libraries, video studio, classrooms, offices and other assigned locations
- Knowledge of state and district technology trends and expectations
- Knowledge and experience with district adopted systems
- Proficient in project management
- Maintain an up-to-date inventory of district technology equipment and ensure efficient use of resources
- Oversee the management of district technology applications, subscriptions, and vendor/support contracts
- Perform system maintenance, including software updates and hardware diagnostics
- Understand the integrate curriculum needs with technical applications to enhance learning outcomes
- Develop and implement protocols for student technology safety, ensuring compliance with laws like CIPA (Children's Internet Protection Act) and the California Age-Appropriate Design Code (CA AADC), and addressing issues like cyberbullying prevention.
- Assist with the development and guidance for responsible use of Artificial Intelligence (AI)
- Support the development and oversee the implementation of cybersecurity policies, including threat detection, risk management, and compliance with security regulations.
- Prioritize department tasks based on district needs and criteria to ensure efficient operations
- Provide direction to staff in selecting and utilizing appropriate software, subscriptions, and resources
- Provide training and technical support
- Support network applications of district technology
- Travel to district work sites, businesses and other locations as needed to perform district approved business
- Attend appropriate conferences, workshops, and meetings to stay informed of recent research development, and trends in technology, and participate on committees as assigned, and represent the District on county and regional consortia and/or task forces
- Demonstrate the ability to work independently and as part of a team
- Possess or be willing to learn the knowledge and skills required to install and maintain technical systems such as servers, print servers, modems, bridges, and routers
- Assist in organizing data for district management during negotiations with employee organizations like CSEA and EETA (CTA), and analyze the technology and cost impact of proposals.
- Supervise, train, manage, and evaluate the performance of assigned personnel
- Perform other duties which reasonably relate to the position

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have the ability to compile and maintain accurate, complete records and reports; knowledge of modern technology, methods, practices and procedures; type and operate various office machines; maintain cooperative relationships with those contacted in the course of work; understand and carry out oral and written directions; meet the public tactfully and courteously, and provide assistance and service. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EDUCATION and/or EXPERIENCE

Bachelor's degree (B.S.) from an accredited college or university with major coursework in information technology, computer science, computer information systems, management information systems or similar related degree preferred; Two (2) years of directly related experience in information technology (including networking) accompanied by appropriate industry certification and supervisory experience ; Possesses in-depth understanding of various computer architectures; Experience with repair and maintenance of computer and other technology equipment

## LANGUAGE SKILLS

Ability to read and interpret documents; Ability to write reports, business correspondence, and procedure manuals; Ability to speak, present, and respond to questions with individual or groups of students, employees, administrators, general public, school board members, etc.; Ability to communicate effectively with a diverse group of individuals; Ability to take direction and be able to follow through in an independent and/or managerial manner.

## MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to prepare and reconcile department budget.

## REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## CERTIFICATES, LICENSES, REGISTRATIONS

- Valid California driver's license.
- Information Technology Certifications preferred such as, but not limited to, Cisco, ComTIA Security+ or CASP+, CISSP, CISM, CCSP, CEH, Google (Education, Email, Cloud, IT Support, AI Essentials, Cybersecurity, etc), etc.

**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 this 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 talk and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 30 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 occasionally exposed to moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

Superintendent — Date: 1-8-25

Board Approval (Clerk) — Date: 1-8-25