

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Director of Technology Services

**Reports to:** Assistant Superintendent

**Classification:** Classified Management

**FLSA:** Exempt

**Range:** Classified Management Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: degree from an accredited college or university with major course work in managing information systems or business administration required. Minimum of 5 years increasingly responsible experience in development, installation and maintenance of electronic technology systems, including at least 3 years of supervisory experience required.

### **SUMMARY**

Responsible for the district- wide vision, implementation, and administration of the technology functions of Central Unified School District. Increases effectiveness and reduces costs to the ultimate benefit of the educational program. Serves as the systems manager and provides highly responsible leadership and technical administrative support in areas of technology services.

### **SPECIFIC RESPONSIBILITIES**

1. Plans, organizes, directs, coordinates, and controls activities of the Technology Services Department, including selection of hardware and software, installation and use of both in the Educational Services, Human Resources and Executive Services Departments.
2. Develops and administers policy guidelines, system standards, and operating procedures; interprets policy, and establishes goals for the Technology Services Department
3. Develops and administers assigned budgets; directs the forecast of and recommends additional funds needed for staffing, equipment, materials, and supplies. Monitors and approves expenditures.
4. Establishes department priorities; coordinates systems and software studies and procedural developments
5. Participates in the development of long and short range server and workstation networking plan for the District. Forecasts needs and requirements, provides recommendations, directs the design and implementation of systems and procedures for improving the efficiency of operations.
6. Consults and assists with the Executive Services, Human Resources, Educational Services, and school site's technology activities as necessary for the proper integration and correlation of the technology systems in use.
7. Participates in the selection of new employees. Supervises trains, motivates and evaluates staff. Establishes and monitors employee performance and objectives. Prepares and presents employee performance reviews. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline procedures.
8. Coordinates activities with other district departments, outside agencies and organizations.
9. Coordinates and controls all electronic technology procurements district-wide.
10. Researches, prepares and presents oral and written reports as necessary. Maintains necessary documentation and records.
11. Maintains current knowledge of principles and techniques in Windows Server and PC networking.

## **SPECIFIC QUALIFICATIONS**

Knowledge of:

- Theory, principles, practices and methods associated with administration of a full-service Technology Services Department
- Application of Server and PC network systems to district functions
- Principles of database operations
- Hardware and equipment capabilities and limitations
- Principle and techniques of systems analysis and development and software planning - Computer methods and techniques and systems procedures analysis and design
- Principles and practices of personnel management including supervision, training and performance evaluations
- Thorough understanding of budget preparation and administration

Ability to:

- Plan, organize and direct a variety of services comprising Technology Services
- Administer a technically complex department
- Plan, assign, supervise and review system analysis
- Analyze problems, identify alternative solution, project consequences of proposed actions and implement recommendations.
- Assess and coordinate the needs of many users of the Technology Services Department
- Provide leadership and direction to department staff in a manner that encourages high morale and efficiency
- Establish department goals and objectives consistent with District goals and objectives
- Develop and administer a department budget
- Communicate on both a formal and informal level with a wide range of contacts including District administrators, county officials and outside organizations.

## **PHYSICAL ABILITIES**

Indoor and outdoor environment; driving a vehicle to conduct work

Good arm, hand, finger dexterity in order to operate a keyboard and other office equipment. Visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

This position is exempt from the overtime provisions of the Education Code.  
(See Sections 45128 and f45130).

