

Bellevue Union School District

Position Title:	Director of Instructional Technology and Data	Department:	Administrative Services
FLSA Status:	Exempt Disaster Service Worker: Essential Staff	Classification:	Classified Management
Bargaining Unit:	None	Work Calendar:	12 Month-260 days
Salary Range	Classified Management Salary Schedule	Board Approved:	June 17, 2025

General Description

Under general supervision of the Chief Administrative Officer:

- Leads, organizes and directs the District's technological services, digital learning program and data management and analysis.
- Implements the District's instructional technology and data management vision and supports the District's strategic planning.
- Assumes responsibility for the development and administration of the District's Educational Technology Plan.
- Develops, coordinates, installs and maintains a variety of software, hardware, and information systems and applications for academic and administrative activities.
- Trains, supervises, and evaluates the performance of assigned personnel.
- Performs related work as required.

Organizational Relationships

Directly Responsible to:	Employee is a direct report to the Chief Administrative Officer (CAO) and serves as a member of the Superintendent's Cabinet.
Supervision Over:	Employee provides direct supervision to the Technology and Data Technician

DUTIES AND RESPONSIBILITIES: Leads, coordinates, and directs the activities and operations of Instructional Technology and Data:

Student Information Management (Data):

- Assists in the coordination of all student assessments including Pre-ID process, downloading and distributing test results via the Student Information System, and other database software.
- Designs and runs various reports analyzing the results of student outcomes using data in local and state databases.
- Designs data collection, management, and analysis tools to inform the development of the strategic goals, Local Control Accountability Plan (LCAP), and instructional program design of the District.
- Maintains the SIS Aeries Database by performing system monitoring and analysis, and performance tuning; troubleshooting, designing forms. Establishes specifications for users; analyzes workflow, access, information, and security requirements; designs system infrastructure. Prepares and trains Office Managers in using and maintaining their data.
- Manages and provides service integration of student information systems, including the student information

system, student data system (assessment system), and any other relevant student databases (CALPADS, AERIES), and prepares and submits local, state, and federal reports for student information systems (SIS).

- Provides data analysis of student outcomes to support curricular and District goals for students.
- Supports District assessment and reporting platforms.

Instructional Technology:

- Attends District Curriculum and MTSS meetings to provide alignment with student educational goals and the District educational technology plan.
- Coordinates with the curriculum department to develop a plan for the integration of educational technology into the classroom.
- Develops audio/visual and written tutorials for teachers and staff on technology in the classroom and their job responsibilities.
- Ensures educational technological capabilities to coincide with the current curriculum and the California Standards.
- Manages the integration of digital learning into the curriculum by creating and delivering training sessions on educational technology and digital literacy to teaching staff.

Technology:

- Acts as a technological resource and coordinates technological support for all District personnel including: responding to inquiries and support requests from staff; providing technology support, training, and reference materials to all District staff; coordinating communication between the District and State and Local government agencies, outside consultants, and vendors in regards to technology and educational technology.
- Coordinates, develops, and maintains a variety of software and information systems and develops procedures and policies regarding these systems; develops and maintains the Local Area Network (LAN) and Wide Area Network (WAN) for the District, including managing network monitoring software, programming of switches and routers and managing network service servers.
- Creates and maintains all technology-related resources, including email lists, address books, shared folders, and employee access to online resources and hubs.
- Designs and implements data automation systems and strategic data analysis of various metrics relating to the District.
- Develops and prepares the annual preliminary budget for the Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures by established limitations.
- Ensures that all employee online drives, files, and records are accurately stored and backed up.
- Establishes and maintains log-in information and provides log-in support for all staff.
- Generates statistical and narrative reports regarding current equipment allocation, network resource usage, and educational technology trends and makes recommendations based on these reports.
- Leads, trains on, and monitors the use of Artificial Intelligence (AI) by staff and students.
- Plans, implements, and directs the District's technology services and activities; develops and maintains District technological systems and equipment; within assigned fiscal resources, assures information technology is deployed and available to meet the needs of the District.

- Provides automation of database and reporting systems through the use of programming and database tools such as Python, javascript, SQL, spreadsheets, etc.
- Recommends equipment purchases and upgrades necessary to ensure effective implementation of the District's education technology goals and maintain network reliability.
- Trains staff on digital security practices and maintains District digital security policy and guidelines.

Departmental Oversight:

- Manages assigned personnel to ensure delivery of assigned responsibilities within legal and statutory frameworks, timelines, and accountabilities.
- Manages program and practice review to ensure systems alignment and coherence of instructional technology and data.

Personnel, Partnerships, and Communication:

- Attends regular meetings of the Governing Board, special sessions, and subcommittee meetings; prepares Board agenda items and reports, and makes presentations to the Board.
- Collaborates and confers with local, state, and federal organizations and agencies.
- Facilitates, prepares for, and conducts Instructional Technology and Data related meetings.
- Maintains membership in organizations and attends meetings and workshops providing critical updates and opportunities for input on current legislation and issues that may have a fiscal impact on the District.
- Trains, supervises, and evaluates the performance of assigned service staff; assigns employee duties and reviews work to assure accuracy, completeness, and compliance with established standards, requirements, and procedures; assures staff understanding of established requirements.

Compliance and Regulations:

- Administers and interprets statutes, regulations, and policies involving the legal responsibilities of instructional technology and data.
- Considers the appropriateness of District expenditures based on the nature of public funding, accountability, and effectiveness.
- Identifies and advises on risk assessment within the scope of responsibilities of current or proposed District actions and issues.
- Provides analytical review and analysis of the allocation and application of District resources.

The above-referenced duties and responsibilities are only representative of the wide range for this position and also include other duties as assigned.

EDUCATION AND EXPERIENCE: R=Required, P=Preferred

Any demonstrated combination of formal or informal education and experience that provides the technical and leadership knowledge and abilities required to perform the elements of the job, including:

- Successful technology leadership experience in a school District or equivalent successful management experience in the private sector or a governmental agency. **R**
- Five (5) years of experience working with technology and data, preferably in a California public school or community college setting. **R**
- Bachelor's degree in computer/technology/data or related field. **P**
- Masters in Technology or Data or Masters in related fields. **P**

- Additional relevant experience may be substituted for education. P

QUALIFICATIONS:

Knowledge of:

- California Education Code sections and applicable laws, regulations, policies, and procedures governing public education technology and data
- Installation and maintenance of LAN, WAN, and telephone systems
- Interpersonal skills using tact, patience, and courtesy
- Methods and practices of data sources and information pertinent to school technology and data
- Network components including bridges, routers, hubs, and cabling
- Operation of a computer and assigned software, including but not limited to Mac OSX and iOS, Windows standard and server editions, and video editing software
- Planning, organization, and management of a District's instructional and data services department
- Principles and practices of administration, supervision, and training
- Principles and practices of effective leadership
- Principles of strategic planning and short- and long-term goal setting and monitoring
- Procedures and processes for cyber security and user online safety
- Programming languages for data automation such as SQL, R, Python, Javascript, etc.
- Public sector interest-based collective bargaining and contract administration
- Technical aspects of computer training and support

Ability to:

- Analyze situations accurately and adopt an effective course of action; make informed decisions and recommendations on a wide variety of business matters
- Analyze, interpret data, and make projections; assess risk of liability
- Be an advocate for the District in the community and in the State
- Coordinate, develop, install, and maintain a variety of software and information systems and applications for various departments
- Develop appropriate long and short-range goals, set priorities, monitor, assess, and adjust based on data
- Direct the maintenance of a variety of reports, records, and files related to assigned activities
- Effectively plan, organize, and administer the District's instructional technology and data services into an integrated unit serving all areas of a school District
- Establish and maintain cooperative and effective working relationships with others
- Establish strong interpersonal relationship skills and the ability to communicate effectively with a culturally and linguistically diverse community, verbally and in writing
- Generate confidence and trust and inspire high standards and excellence
- Interpret and administer policies and directives
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain confidentiality of sensitive and privileged information
- Meet timelines and adhere to schedules
- Organize and conduct meaningful and productive meetings, utilizing time efficiently
- Perceive and analyze the fiscal impact of ideas, concepts, proposals, and actions
- Provide a positive leadership example for personnel, families, partners, and students

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- Research, prepare, and present clear, concise, and comprehensive reports
 - Serve as a technical resource and coordinate technical support for District personnel
 - Train, supervise, and evaluate staff

Licenses and Certificates: R=Required, P=Preferred

- Possess and maintain a valid driver's license. **R**
- Proof of Automobile insurance **R**
- TB Clearance **R**
- DOJ Fingerprint Clearance **R**

WORKING CONDITIONS:

The primary work location is an office setting. The employee is most often seated, working with technology that includes laptops, computer stations, mice, and office equipment such as fax machines, copy machines, and scanners. The office location is well-lit and has access to outdoor light and facilities. The noise level in the work environment is usually low to moderate.

Physical Abilities:

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make vital judgments and decisions. Hearing and speaking to exchange information in person and on the telephone and to make presentations; vision to conduct inspections, read, prepare, and proofread documents; sitting or standing for extended periods; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies, lifting heavy objects to 15 lbs.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.