

PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: July 16, 2003  
Revisions: Board Approved August 13, 2025  
Salary Schedule: 250; Row 2

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

**JOB TITLE: DIRECTOR OF TECHNOLOGY**

**JOB PURPOSE STATEMENT:** Under the direction of District Administration , the Director of Technology leads and manages all facets of the District's technology services, ensuring the seamless delivery of Information Technology (IT) resources to support educational, administrative, and business operations. This role involves providing expert guidance on the development, implementation, maintenance, and enhancement of the District's computer hardware, software, network infrastructure, and telecommunication systems. The Director is committed to upholding high service standards in a dynamic and rapidly evolving environment, guaranteeing the reliability of network devices, resolving technical challenges, and overseeing continuous improvements.

**JOB FUNCTIONS:**

- To perform a variety of technical resource services in the installation, troubleshooting, and maintenance of hardware and software; install, configure and maintain a variety of multi-vendor hardware and software in workstations and stand alone environments; repair and replace hardware as needed
- To provide technical assistance to LAN users; respond to technical inquiries and provide information; identify, troubleshoot and resolve network issues related to printing, application access, workstation communication and memory management for district users
- To assign and maintain network user account in a multi-platform network; troubleshoot and resolve password issues; assure new users are added to the intra-district e-mail server
- To maintain network backups; design, customize and configure network images for distribution access the network utilizing a variety of imaging software
- To configure computers for network and printing applications according to district standards; troubleshoot and resolve printer and printer communication issues; assure proper internet and e-mail access; install appropriate software and hardware

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JOB FUNCTIONS – continued

- To assist in the integration of technology into the district's curriculum
- To program theories and languages determined by current applications
- To use English properly, reading, writing, punctuation, and math at a level necessary to perform assigned tasks
- To determine priorities and schedule work effectively and efficiently
- To use interpersonal skills with tact, patience and courtesy
- To work independently and maintain high standards of workmanship
- To communicate effectively and tactfully in both oral and written forms
- To be a productive and active team member
- To work successfully with diverse groups of people
- To maintain a pleasant appearance and demeanor
- To handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations
- To exercise independent judgment and problem-solving skills related to specific areas of responsibility

KNOWLEDGE OF:

- Student Information Systems, including integration, grades, attendance, counseling functions, and critical data management. This includes oversight of data related to funding calculations, such as Unduplicated Pupil Percentage (UPP), as well as the processes for online registration, data collection, and ensuring data accuracy to support compliance, reporting, and funding requirements.
- Pertinent Federal, State, and local laws, codes, and regulations as they apply to technology systems, data privacy, cybersecurity, educational technology, and school district operations. This includes understanding and oversight of the E-Rate process to ensure compliance with eligibility requirements, managing application and funding processes, and maximizing funding opportunities to support district technology infrastructure and services.

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KNOWLEDGE OF (continued):

- Current trends and best practices in commercial and enterprise-class information technology, including network infrastructure, cloud computing, cybersecurity, and data management systems. Additionally, familiarity with emerging trends in education technology, such as adaptive learning platforms, digital curriculum, student data analytics, and tools that enhance teaching, learning, and operational efficiency in K-12 education environments.
- Appropriate diagnostic tools and program documentation
- Data processing systems and procedures and data communications and network protocols
- Network operating software and troubleshooting tools currently used by the District
- Concepts and principles of local, wide area and metro scale networks and protocols
- E-mail systems - client setup and server
- Internet and Intranet Software applications
- Telco services, such as T1, frame relay and ISDN
- PC compatible and Macintosh hardware and operating systems currently used by the District
- LAN and WAN computer/peripheral systems and design, install, maintain, and administer such

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds

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PHYSICAL ABILITIES (continued):

- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education/Experience Required:

- Bachelor's Degree in technology, business administration or related field, additional years of qualifying experience may be substituted for the required education on year for year basis
- Five or more years of network and general computer experience
- Three (3) years in a supervisory capacity highly desirable

Licenses, Certifications, Bonding, and/or Testing Required:

- Microsoft MCSE or Windows or CNE certification
- Certificate or degree in networking of data systems

EMPLOYMENT STATUS:

- Classified Management Position