Ocean View School District

17200 Pinehurst Lane • Huntington Beach, CA 92647 • (714) 847-2551 • www.ovsd.org

PERSONNEL COMMISSION

Director, Information Technology

JOB SUMMARY:

Under the administrative direction of the Deputy/ Assistant Superintendent, Administrative Services, the Director of Information Technology plans, organizes, and directs all functions of the District's Information Technology Department. The position provides strategic leadership and oversight of technology infrastructure, systems administration, cybersecurity, data governance, and instructional technology integration. The Director ensures reliable, secure, and innovative technology services that enhance student learning, operational efficiency, and district communication.

CLASS CHARACTERISTICS:

This is a single-incumbent classified management position responsible for establishing and executing the District's technology vision and long-range plans. The Director provides leadership in the acquisition, implementation, and maintenance of computer systems, network infrastructure, telecommunication systems, and instructional technology. The incumbent supervises technical staff, coordinates vendor partnerships, manages complex projects, and ensures alignment of technology initiatives with District goals.

REPRESENTATIVE DUTIES: *(E denotes an essential function of the job.)*

(E) Develop and implement a comprehensive technology master plan aligned with District goals and instructional priorities.

(E) Lead a culture of innovation, continuous improvement, and responsible technology use across the District.

(E) Advise Cabinet and site leaders on technology trends, emerging tools, and strategies that improve operational and instructional performance.

(E) Plan, prepare, and manage the Information ~~Services~~ Technology budget, ensuring fiscal accountability and cost-effective procurement practices.

(E) Direct the design, operation, and maintenance of District network and tele-communication systems, including local and wide area networks, cloud services, and wireless connectivity.

(E) Oversee administration of servers, data storage, device management, and user authentication systems.

(E) Maintain disaster recovery and business continuity plans, ensuring minimal disruption to operations.

(E) Oversee Districtwide audio-visual and media platforms (classroom AV, recording/streaming).

(E) Manage data integrity and interoperability across enterprise systems, including student information, business, and human resources platforms.

(E) Ensure effective Help Desk operations and technology support for all district and site users.

(E) Maintain working proficiency in both Apple and PC hardware and operating systems, including device imaging, deployment, and mobile device management tools.

(E) Develop, implement, and monitor a comprehensive cybersecurity program to protect digital assets and sensitive data.

(E) Ensure compliance with federal and state regulations governing data privacy and digital security.

(E) Conduct ongoing risk assessments, audits, and staff training on safe and ethical technology use.

(E) Collaborate with Educational Services to integrate technology into classroom instruction, assessment, and digital learning.

(E) Support teachers and administrators in using instructional technology to improve teaching effectiveness and student engagement.

(E) Oversee districtwide 1:1 learning programs, mobile device management, classroom technology standards, and related professional development.

(E) Promote equitable access to digital tools and foster digital citizenship among students and staff.

(E) Supervise, evaluate, and develop assigned staff; establish work priorities and professional development goals.

(E) Lead cross-departmental collaboration to align technology operations with instructional and business objectives.

(E) Serve as liaison to external vendors, agencies, and regional partners to coordinate technology services and share best practices.

(E) Represent the District on technology-related committees and interagency working groups.

Perform other related duties as assigned to ensure the efficient and effective operation of the Information Services Department.

SUPERVISION:

Administrative direction is received from the Deputy/Assistant Superintendent, Administrative Services. Supervises and evaluates all staff assigned to the Information ~~Services~~ Technology Department and oversees vendors and consultants providing technology support services.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of information technology management and long-range planning.
- Network, cloud, and telecommunications architecture and administration.
- Data privacy, cybersecurity, and ethical technology standards.
- Presentation-sharing and streaming applications (Teams/Meet/Zoom or equivalents) for hybrid instruction, Board/parent livestreams, and events.
- Apple and iOS ecosystems (hardware, macOS, iPadOS, and device management platforms).
- PC hardware and Microsoft Windows operating systems, including deployment and management tools such as Intune or equivalent.
- Google cloud-based applications and productivity tools, including Google Drive, Docs, Sheets, Forms, and related Workspace for Education platforms used for collaboration, file management, and instructional integration.
- Fundamental understanding of artificial intelligence concepts and large language models (LLMs), including their applications in educational technology, data analysis, automation, and ethical considerations for use in K–12 environments.
- General office software applications, including Microsoft 365 and Google Workspace for Education.
- Educational management and data systems, such as student information systems (e.g., Aeries or equivalent), assessment and learning platforms, financial and human resource systems, and data reporting tools.

- Laws, codes, regulations, and policies related to public education and technology operations.
- Budget planning, project management, and procurement processes.
- Leadership principles, supervision, and team development.

Ability to:

- Plan, organize, and direct District-wide information and instructional technology services.
- Lead, motivate, and develop staff through effective management and collaboration.
- Communicate clearly and concisely to technical and non-technical audiences.
- Analyze complex situations, identify solutions, and make sound decisions.
- Implement and evaluate emerging technologies that support district objectives and goals.
- Establish and maintain cooperative working relationships with all stakeholders.

EMPLOYMENT STANDARDS:

Education:

- Bachelor's degree in Computer Science, Information Systems, Educational Technology, or a closely related field is required.
- Coursework should include systems management, data analysis, cybersecurity principles, and strategic technology planning.
- Master's degree in a related field is desirable.

Experience:

- Five (5) years of increasingly responsible experience in technology leadership, including enterprise systems, network operations, or instructional technology within a public education setting.
- Supervisory experience managing professional or technical staff.
- Demonstrated success in implementing District-wide technology initiatives preferred.

LICENSES REQUIRED:

- Valid California Driver's License and insurability under the District's vehicle insurance policy.
- Fingerprinting and background clearance are required prior to employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- Frequently sits or stands for extended periods; occasional walking, bending, or reaching.
- Safely lifts and carries objects up to 50 pounds and occasionally over 50 pounds with assistance.
- Uses hands and fingers repetitively for operating computers and equipment.
- Visual acuity to read detailed data and technical specifications; hearing and speech sufficient for clear communication.
- Duties are performed primarily in an office environment with periodic school site visits and occasional evening or weekend work for system maintenance or emergency response.
- Work involves frequent interruptions, high volumes, and tight deadlines.
- May drive a vehicle between District sites.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Established 5/23/96
Revised 12/9/04, 3/13/08
Job Description Review and Revisions Effective: 11/12/15
Job Description Review and Revisions Effective: 11/13/25