CLASSIFIED MANAGEMENT			
Work Location	Roseland School District Office	**Responsible To**	Superintendent
Work Year	12 months	**Hours**	Full-time (8 hours per day)
Salary	Appropriate step on the Technology and Information Systems Director Salary Schedule	**Benefits**	Eligible for District Benefits

DEFINITION:
The Technology and Information Systems Director is responsible for the overall management and coordination of the technology and information programs and systems; and responsible for skilled technical work in analysis, installation, and maintenance of computer software, hardware, basic networking components and state required data reporting. The Technology and Information Systems Director works under the supervision of the Superintendent and works collaboratively with Principals, Teachers, Program Directors, Coordinators and Specialists.

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities may include, but are not limited to, the following:

- Directs and support implementation of software and hardware upgrades.
- Oversees the operation of server systems.
- Identifies and recommend new technology solutions that district can implement at school sites to ensure effective implementation of district's educational goals.
- Manages the district's help desk system.
- Coordinates the maintenance and update of district and school websites.
- Acts as 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.
- Plans, organizes and implements long and short-term technology plan and activities designed to enhance technology use in the classroom.
- Supervises district-wide data collection in local student information system and state information system for state and federal reporting compliance.
- Implements reasonable and appropriate safeguards for student privacy and data collection.
- Manages and coordinates hardware acquisition and installation for Local Area Network (LAN), Wide Area Network (WAN), telephone, surveillance, bell and public announcement systems.
- Participates and assists in the development and planning of annual preliminary budget for district IT services with CBO and/or Curriculum and Assessment Coordinator.

- Analyzes, reviews, and authorizes school site technology purchases in accordance to established budget.
- Performs analysis and implementation of applications involving computer hardware, software, servers, and basic network components.
- Performs troubleshooting, analysis, and resolution of computer and basic networking issues.
- Performs repairs on computer systems and peripherals.
- Works with Computer Lab Assistants as needed regarding systems, hardware or information needs for school sites.
- Supervises the performance of District Technology Assistants.
- Performs related duties as assigned or required.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Proper procedures, tools, materials, and equipment used in the repair and maintenance of computer hardware, software, and training and support.
- Safety precautions to be followed in the maintenance and installation of electrical equipment.
- Computer, server and network based software applications.
- Computer and Network operating systems.
- Software licensing agreements.
- Basic networking configuration.
- Planning, organization and direction of technology services and activities.
- California Longitudinal Pupil Achievement Data System (CALPADS)
- Children's Online Privacy Protection Act (COPPA)
- Children's Internet Protection Act (CIPA)
- Student Online Personal Information Protection Act (SOPIPA)
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ABILITY TO:

- Install and configure desktop and server software.
- Analyze complex administrative and data systems, identify problems, and logical conclusions and effective solutions.
- Communicate effectively both orally and in writing.
- Install and repair a variety of computers and peripheral equipment.
- Read, interpret, and apply complex technical publications, manuals, and other documents.
- Establish and maintain effective working relationships with staff.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- Completion of college-level coursework in computer science, information technology or a related field.
- Two years' experience in increasingly responsible full-time experience with computer configuration, installation, troubleshooting, and repair of hardware, software, and peripheral devices.
- Computer certifications are highly desirable.

LICENSES AND OTHER REQUIREMENTS:

- Possession of valid California Driver's License and evidence of appropriate automobile insurance based on DMV regulations may be required. This position requires frequent travel by employee's own vehicle to the district's school sites.
- Fingerprint and TB clearance
- Must meet the physical requirements and possess mobility to work in a standard office setting and to use standard office equipment, including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry objects weighing up to 50 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

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