

## **Ontario–Montclair School District**

### **Technology Planning Coordinator**

#### **GENERAL PURPOSE**

Under general direction, provides leadership and direction in the development and implementation of district Technology Master Plan; responsible for the development, management, operation and delivery of information and services via the district's SharePoint web sites; supports organizational research and improvement; promotes and coordinates technology into the education process, directly benefiting students and educational staff in the instructional program; assists the Director, Information Services in conducting a wide variety of evaluation and planning analyses and developing multi-year action plans to implement technology initiatives; ensures that client service and satisfaction standards are met; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

A Technology Planning Coordinator is responsible for providing input and direction in the development of master and site technology and information services plans and ensuring that activities are coordinated and integrated with district strategic priorities. The incumbent directs the activities of the web team and contractors for site design, interface design, service delivery for transactions, process management for online service delivery and all other aspects of delivery of online services and information. An incumbent works with other district managers and staff to expand collaboration, develop long-term information system strategies, technology policies and standards and customer service level objectives, and ensure that Information Services provides cost effective solutions to district requirements. An incumbent is also responsible for providing training and advice to Information Services clients, intended to assist them in making effective use of web-based applications, computer hardware, standard and specialized software, peripheral equipment, devices and other technology tools to meet district business, instructional and operational needs.

Technology Planning Coordinator is distinguished from other professional information services classes in that an incumbent in the former class is responsible for the development and implementation of district master and site technology and information services plans.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides leadership and direction in the development of master plans and site plans for district technology and information services; coordinates activities adopted in the district's *Technology Master Plan* ensuring that priorities and implementation are integrated with overall district priorities and processes; conducts capacity planning and cost benefit analyses in evaluating technology alternatives; evaluates and creates workflow and process redesigns in order to use implemented technology; identifies problems and opportunities for manual and automated process improvements.
2. Develops functional specifications and system design specifications for development and delivery of web-based applications to improve workflow, efficiency and productivity, emphasizing online delivery of transaction services and information residing in databases on servers for both district staff and the public.
3. Collaborates with expected system users, information services staff and contractors to ensure all system design requirements adequately reflect the defined business process and fully support all components of the functional requirements.
4. Configures, manages and maintains secured operations on the SharePoint platform.

5. Develops clear and consistent organization-wide formats and a style guide for the Internet, supports staff in adherence to it, to ensure uniformity of data presentation and the user interface.
6. Leads and promotes Internet-related projects; manages projects including tracking, monitoring, troubleshooting, reporting and training.
7. Organizes and prioritizes projects, assigns daily tasks and manages task workload for development staff and contractors in order to complete projects within agreed upon constraints.
8. Works closely with information services managers and staff to ensure that the back-end systems supporting online services are robust, manageable and useful to district staff and public customers.
9. Provides training and support for other district personnel in the strategies, tools, and principles for evaluation, process redesign, and measurement; creates and provides training classes and materials to raise overall proficiency of district staff in use of web-based technology applications, job workflow and process redesign; provides technical advice to district staff regarding emerging technologies, standards and trends and network performance and utilization; provides recommendations for instructional and administrative applications.
10. Provides professional assistance and internal consulting to departments on the design and development of web-based applications, technology, and management systems to meet business, operating and instructional needs.
11. Consults with clients on new or revised information systems, data input capabilities and reports and communicates client needs to programming personnel; specifies end user and technical requirements for the development of client/server software applications and for selection of outside vendors and software applications.
12. Provides related information required for grant applications, state and federal agencies, and/or for decision-making functions within the district.

#### **OTHER DUTIES**

1. Acts for the Director, Information Systems as assigned.
2. Attends meetings, training seminars and professional meetings; monitors and reviews new software and hardware products and tools.
3. Prepares various reports, as required.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Principles, methods and techniques applicable to long-range and strategic technology planning.
2. Basic principles, practices and techniques of information systems management, including applications design, hardware and software options for business, operating and instructional applications and the cost-benefit analysis of systems alternatives.
3. Principles, practices, methods and techniques in the analysis and re-engineering of business processes.
4. Microsoft SharePoint or comparable web portal technologies.
5. Current practices of quality educational technology programs.
6. Methods and techniques of project management as applied to technology projects.
7. Basic principles and practices of systems analysis and design.

8. Principles and practices of public administration, including budgeting, purchasing and contract administration.
9. District functions and associated information management needs.
10. Principles and practices of sound business communication.

**Ability to:**

1. Define school and department information and operating needs, analyze problems, evaluate alternatives and develop sound conclusions and recommendations.
2. Build teamwork and collaboration within the division and with departments and school sites to optimize results.
3. Apply state-of-the-art technology alternatives to developing, presenting, coordinating and evaluating multi-year technology initiatives and major technology conversion plans.
4. Perform business and functional analyses and reach sound conclusions regarding process needs, requirements and opportunities for improvement and/or re-engineering.
5. Understand and apply the analysis of process requirements to the development of recommendations for efficient, cost effective technology solutions.
6. Present proposals and recommended courses of action clearly and logically.
7. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
8. Understand, interpret, explain and apply complex technical information.
9. Reach sound decisions in accordance with laws, regulations, rules and policies.
10. Manage and direct employees and contractors, which may include web application developers, graphic and web designers, web-based GIS specialists, multimedia application developers, and communication staff.
11. Conscientiously preserve the confidentiality of all proprietary and confidential data and information residing in the district, in accordance with departmental and district policy and state and federal law.
12. Establish and maintain highly effective customer-focused working relationships with clients/users, other district staff, vendors and others encountered in the course of work.

**Education, Training and Experience:**

Completion of a bachelor's degree or higher with an emphasis on quantitative analysis, information systems, computer science, business administration or a closely related field (Master's Degree from an accredited college/university is preferred); and five years of increasingly responsible professional information systems experience involving long-range technology planning. Experience in a public agency or school district is preferred. Proficiency in dynamic website production concepts and related technologies; Microsoft SharePoint preferred.

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the district's vehicle insurance policy.

## **PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

### **Physical Demands**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; hear and distinguish equipment operating sounds; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand, and lift and carry objects weighing up to 50 pounds.

Specific vision abilities required by this job include close vision, the ability to distinguish colors and shades, depth perception and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with clients/users, other district staff, vendors and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee typically works under typical office conditions and the noise level is normally quiet.

**Board Approved 7/12/2007**