

Dry Creek Joint Elementary School District

Job Description

POSITION TITLE: DIRECTOR OF TECHNOLOGY

Classification:	Management	Work Year:	225 Days
Department:	Technology	Board Approval:	02/01/2001
Reports To:	Superintendent	Revision:	3/16/2017
Salary Range:	Management Salary Schedule		

BASIC FUNCTION:

Under general direction, plan, develop, organize, and implement District policies, regulations, guidelines, and procedures pertaining to district technology and telecommunication programs. Provide leadership in managing information systems and programs in compliance with all state and federal requirements. Lead, supervise and evaluate assigned Technology Department personnel. Provide leadership to district and site staff in integrating technology to enhance District-adopted curriculum as well as professional learning. Lead the development and implementation of the District Technology Plan in collaboration with the Educational Services Department. Plan and maintain local and wide-area networks. Supervise the acquisition, repair, and replacement of software and hardware. Administer all components of District information systems.

RESPONSIBILITIES:

- Attend and participate in a variety of meetings with vendors, department heads, supervisors, District Leadership, and other groups regarding technology services.
- Develop and implement long and short-term plans and activities for the Technology Department.
- Manage the acquisition of hardware/software according to established District procedures.
- Communicate with other administrators, district personnel, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of technology staff members.
- Prepare the annual budget for the department in accordance with District goals; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established District guidelines and goals.
- Serve as the District liaison to master planning groups, school-wide instructional planning committees, and community groups concerned with District technology.
- Make presentations to Board of Trustees, parent groups, and community organizations.
- Contribute to the development of goals, objectives, and policies and procedures relating to uses of technology.
- Assist school site and district staff in planning and implementing curricular innovations utilizing technology for the purpose of developing appropriate training and increasing/improving utilization.
- Coordinate and collaborate with the Educational Services Department, district personnel, community members and Board of Trustees in the implementation of the District Technology Plan and maintenance of other programs and services for the purpose of communicating information and providing efficient and effective services.
- Lead in collaboration with Educational Services Department, the development and implementation of a district strategic vision for educational technology for the purpose of ensuring effective, efficient and cutting-edge use of technology to support district programs and services.
- Lead the development and implementation of programs to support student/staff use of technology for the purpose of maximizing student and staff access to information resources.
- Confer with, counsel, and advise District personnel concerning the use of educational technology.
- Plan and implement policies, regulations, and operational procedures pertaining to educational technology, computer assisted instruction, and telecommunication processes.
- Work with outside consultants on educational technology programs and issues.
- Assure technology purchases meet industry standards and are compatible with the District's Technology Plan.
- Provide technical advice, assistance, and instruction for installation of computer networks and applications.

- Plan, coordinate, direct, and implement long-range planning for phone system, data network communications, including equipment replacement, installation, maintenance and upgrading existing phone system, data, and network communication systems.
- Administer computer systems, including databases, internet/intranet, electronic mail, web page development and maintenance, application software, data distribution, network application, system architecture, security design, and user support methods.
- Plan, organize, direct, and conduct workshops, clinics, and a variety of staff development and training activities pertaining to information services, technology and telecommunication processes.
- Conduct cost/benefit analysis of proposed hardware/software configurations and makes recommendations.
- Direct the design and implementation of information systems and procedures for improving the efficiency of operation.
- Maintain current knowledge of technological advances in the field; research and evaluate new technology.
- Operate various computers and related software.
- Conduct cost and technical studies for new hardware and/or software requirements to support decision-making.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in computer science or related field.
- Master's Degree desirable.
- Public school experience desirable.
- Knowledge and/or experience with the use of technology to support curriculum and instruction desirable.
- Five years increasingly responsible supervisory experience in a technology-related field.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California Driver's License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Computer hardware systems, software applications, and languages utilized by the District's computer systems.
- Operations, capabilities, and limitations of differing types of computer systems.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies, and procedures.
- Current and emerging technology and techniques in data processing and information systems.

ABILITY TO:

- Provide leadership to District staff and students in the use of technology.
- Provide technical guidance and recommendations concerning existing and future technology programs and systems.
- Operate computers and peripheral equipment properly and efficiently.
- Interpret, apply, and explain District technology rules, regulations, policies, and procedures.
- Meet schedules and timelines.
- Work independently with minimum direction.
- Plan and organize work.
- Supervise and evaluate the performance of assigned staff.
- Plan, assign, supervise, and review systems analysis, design, and programming activities.
- Analyze situations and accurately identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Communicate clearly and concisely, both orally and in writing English.
- Establish and maintain effective working relationships with district administrators, and staff, county office of education staff and representatives of other outside agencies and organizations.
- Serve as a resource person and provides assistance in training and use of computers systems and software packages.
- Develop and monitor Department Budget in accordance with District goals.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer keyboard; seeing to assure proper operation of computers and software; hearing and speaking to exchange information and make presentations.
- Ability to move between sites.
- Lifting 25 pounds maximum or carrying any object over 15 pounds.

HAZARDS.

- Contact with dissatisfied or abusive individuals.
- Use of Electrical equipment.