Position: Executive Director - Technology	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent/CBO or Designee	Salary: Classified Management Salary Schedule – Range B	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Executive Director - Technology provides district-wide leadership for technology systems, infrastructure, cybersecurity, and service delivery. This position ensures reliable, secure, and equitable access to technology that supports instruction, student learning, and operational efficiency. The Executive Director leads the strategic direction of the Technology Department, oversees enterprise systems and IT service operations, and ensures alignment of technology initiatives with district goals. This role supervises technology leadership staff, manages vendor relationships, and serves as the district's primary authority on technology planning, infrastructure, and innovation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Provide district-wide leadership for technology systems, infrastructure, cybersecurity, and service delivery to ensure secure, reliable, and equitable access across all schools and departments.
- Develop and implement the district's long-range technology vision, aligning systems, services, and initiatives with instructional and operational goals.
- Oversee enterprise technology operations, including network infrastructure, cloud systems, applications, and integrated platforms.
- Establish and maintain cybersecurity standards, protocols, and risk management practices to ensure compliance with FERPA, COPPA, CIPA, and applicable regulations.
- Direct IT service delivery systems, including Help Desk operations, incident management, escalation procedures, and service performance standards.
- Establish and monitor district-wide service-level expectations, performance metrics, and continuous-improvement processes to ensure high-quality support.
- Oversee disaster recovery and business continuity planning, including backup systems, recovery protocols, and testing procedures.
- Lead data-driven decision-making by monitoring system performance, service trends, cybersecurity risks, and operational effectiveness.
- Oversee technology procurement, contracts, and vendor relationships to ensure cost-effective, high-quality service delivery aligned with district needs.
- Develop and manage the district technology budget, ensuring alignment with strategic priorities and responsible fiscal stewardship.
- Communicate complex technical, operational, cybersecurity, and budget information clearly to executive leadership, Board members, school administrators, staff, families, vendors, and community stakeholders.
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a master’s degree from an accredited college or university in information technology, computer science, educational technology, business administration, public administration, or a closely related field.
- Experience: Five years of progressively responsible experience in information technology, including enterprise systems, infrastructure, cybersecurity, or IT service delivery. This should include at least two years in a leadership or administrative capacity overseeing technology operations, systems, or teams in a complex organization (K–12 or public sector preferred).

LICENSES AND CERTIFICATES

- Valid California driver’s license required