



DIRECTOR, TECHNOLOGY AND CAREER TECHNICAL EDUCATION (CTE) LOS ALAMITOS UNIFIED SCHOOL DISTRICT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services plans, organizes, and directs the District's technology, data, cybersecurity, and educational technology programs, and provides strategic oversight of Career Technical Education (CTE) and Work-Based Learning programs. Leads the Information Technology Department with the support of the Assistant Director of Technology and works collaboratively across District divisions to ensure technology and data systems support instruction, operations, and student outcomes.

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:

1. Develops and leads the District's multiyear technology vision and strategy to support instruction and operations; presents major initiatives to Cabinet and the Board. Including a district-wide technology needs assessment.
2. Provides overall leadership and accountability for the Information Technology Department; supervises and evaluates the Assistant Director of Technology and oversees IT infrastructure, networks, systems, devices, and technical support.
3. Directs cybersecurity, data privacy, and digital-tool governance in compliance with applicable laws and District policies.
4. Oversees technology procurement, contracts, software approvals, E-Rate, grants, and department budgets.
5. Provides strategic leadership for educational technology, digital learning platforms, Google Workspace, District web platforms, and artificial intelligence policy and implementation.
6. Analyzes and evaluates emerging technologies and continuously seeks opportunities to improve services, simplify procedures, increase system reliability, and reduce costs.
7. Oversees districtwide technology professional development.
8. Coordinates state assessment systems and related technology, training, and communications in collaboration with Educational Services.
9. Oversees educational data governance, reporting, dashboards, and CALPADS-related systems to support informed decision-making.
10. Provides strategic oversight of CTE and work-based learning programs, funding, grants, industry partnerships, regional collaboration, and state accountability requirements.
11. Prepares Board items and advises the Superintendent and Cabinet on technology, data, assessment, AI, cybersecurity, and CTE.
12. Leads cross-department technology governance and supports facilities planning involving technology infrastructure.
13. Ongoing collaboration with principals and administrators regarding technology needs and problem-solving.
14. Advises the supervising Assistant Superintendents and Cabinet regarding significant technology trends, risks, and operational concerns and recommends appropriate corrective action.
15. Performs other duties as assigned.

QUALIFICATIONS GUIDE:

KNOWLEDGE OF:

- Principles and practices of technology infrastructure, systems administration, and enterprise IT management sufficient to provide informed strategic leadership of an IT department.

- Cybersecurity governance and student data privacy laws and regulations affecting K–12 school districts, including FERPA, SOPIPA, and AB 1584.
- General knowledge of the California K–12 assessment ecosystem (e.g., CAASPP, CAST, ELPAC) and its role in informing program and resource decisions.
- Knowledge of, or interest in, Career Technical Education and Work-Based Learning program requirements and workforce readiness initiatives.
- Artificial intelligence applications and emerging technologies in K–12 education.
- Principles of school district budgeting, procurement, and vendor/contract management as related to technology programs.
- Principles and practices of effective supervision, staff development, and organizational leadership.

ABILITY TO:

- Lead, motivate, and support a diverse team of technology and data professionals.
- Communicate complex technical concepts clearly to non-technical audiences, including the Board of Education and school site staff.
- Exercise sound judgment and data-informed decision-making in a fast-paced environment; manage multiple high-stakes programs with minimal direction.
- Build and sustain effective working relationships with school sites, District departments, industry partners, and community organizations.
- Interpret and apply laws, regulations, and District policies governing technology use, data privacy, and student information.
- Demonstrate a commitment to equity, access, and the responsible use of technology in support of all students.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: a master's degree from an accredited college or university and five years of increasingly responsible experience in education, including experience in technology, data systems, or educational technology leadership. Experience must include responsibility for leading complex, organization-wide technology programs or initiatives and collaborating across instructional, operational, and technical teams. Classroom teaching experience is preferred. Experience leading Career Technical Education programs and administering state and federal grants is also preferred.

CREDENTIAL AND LICENSE:

Valid California Administrative Services Credential. Valid California Teaching Credential preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Primarily an office environment with occasional travel to school sites, District offices, and off-site meetings or conferences, and occasional evening hours for Board of Education meetings. Regularly required to sit, use hands and fingers to operate a computer keyboard and other office equipment, and talk and hear; occasionally required to stand, walk, reach, stoop, kneel, or crouch, and to lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK YEAR AND SALARY:

223 days, Administrative Salary Schedule Range III

Board Approved: August 25, 2026