



LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

CLASS TITLE: ASSISTANT DIRECTOR, TECHNOLOGY

BASIC FUNCTION:

Under the direction of the Director of Technology and CTE, provide day-to-day leadership and management of the Information Technology Department's operational functions, including network infrastructure, cybersecurity operations, device management, help desk services, systems administration, and data systems support. Serves as the secondary operational deputy for district technology services under the Director, allowing the director to focus on strategic leadership, governance, and cross-department alignment.

REPRESENTATIVE DUTIES:

1. Supervises day-to-day operational leadership for the IT Department, including workflow, work order systems, service delivery standards, and help desk/service desk operations, ensuring technology services are reliable, responsive, and aligned to district priorities. Provides and facilitates specialized professional growth for the IT department.
2. Coordinates planning, implementation, and maintenance of district network infrastructure (LAN, WAN, wireless, telecommunications) and systems administration (servers, cloud platforms, identity and access management); ensures uptime, capacity, security, and access controls across all systems.
3. Coordinates the district device lifecycle program, including procurement coordination, configuration, deployment, inventory, repair, and end-of-life disposition for all district-owned devices.
4. Supervises cybersecurity operations in support of the Director's governance framework, including security controls, endpoint and email security, and incident detection, response, and recovery; maintains backup, disaster recovery, and business continuity documentation.
5. Supervises district reprographics and duplication services and coordinates A/V setup and technology logistics for district events, as directed by the Director.
6. Supervises the maintenance and support of district data systems, including operational-level Aeries SIS support, custom data queries and reporting, data dashboards, and online rostering and account provisioning across educational technology platforms.
7. Coordinates vendor student privacy agreements and contract documentation, in collaboration with the Director.
8. Coordinates IT hardware and software procurement and vendor relationships with the Director and Business Services; develops and maintains technical standards and documentation for district systems; supports E-Rate program administration.
9. Supervises and trains assigned IT department classified staff; provides technical leadership on complex troubleshooting and project implementation, modeling district technology and customer service standards.
10. Supports the District's web presence at the operational level and delivers technology professional development for staff focused on operational tools, device use, and platform-specific training, in coordination with the Director and TOSAs.
11. Provides technical configuration, operational, and device support for district assessment programs (CAASPP, CAST, ELPAC, MAP Growth) and for student accommodation needs, in collaboration with Student Services and Special Education.
12. Coordinates technology-related emergency operations and district emergency preparedness activities related to IT systems and communications infrastructure.
13. Performs other duties as assigned by the Director of Technology and CTE.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization, and direction of the Information Technology Department and current and new technologies related to information and educational technology.
- Current trends in educational technology and experience in integrating technology systems to support teaching and learning.
- Preventive maintenance procedures, policies, and programs related to technology equipment.
- Effective techniques for assessing and analyzing user needs and recommending hardware and software solutions.
- Methods, procedures, terminology, usage, and development of data management and substantial relational database systems theory, usage, and management.
- California Administrative Code, California Education Code, Building Codes, Health and Safety Codes, Public Contracts Codes.
- Budget process and fiscal management. Operation of various computers, operating systems, and software, network systems and software, including the Internet, and Cisco Networking System.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Communicate effectively orally and in writing, and provide in-service training to teachers, employees, or other groups.
- Effectively communicate with tact, discretion, and courtesy.
- Manage multiple efforts simultaneously. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Estimate time, materials, and costs needed on a wide variety of projects.
- Coordinate the selection and utilization of computer hardware and software, and related technology for the District's instructional and administrative needs.
- Administer web services, provide leadership in the development of information management systems, and educational technology applications for instructional and administrative units.
- Manage and supervise a diverse workforce, effectively implementing recognition, evaluation systems, and discipline to maintain employee confidence and morale.
- Work independently with minimal direction and meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- A Bachelor's degree from an accredited four-year institution in information technology, computer science, or a closely related field; Additional years of relevant experience may be considered in lieu of a degree;
- Minimum three (3) to five (5) years of progressively responsible experience in network administration, systems engineering, cybersecurity, or related IT infrastructure roles;
- Demonstrated experience in planning and leading technology projects, including system upgrades, migrations, or deployments involving both on-premise and cloud-based environments.
- Industry certifications (i.e. Cisco CCNA/CCNP, Microsoft MCSA/MCSE, Palo Alto, Security+, CISSP, CISA/M, etc.) are highly desirable.

WORKING CONDITIONS:

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and/or move up to 50 pounds; and lift up to 75 pounds with assistance from ground, waist, chest, shoulder, and above shoulder level. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes, airborne particles, and vibration. Employees will occasionally work in small, confined environments and may also be subject to dust, heat, and cold. Also, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

WORK YEAR: 12 months (Includes 21 days paid vacation per year)

SALARY RANGE: Administrative Salary Schedule - Range XV

ADOPTED BY PERSONNEL COMMISSION: August 5, 2026

ADOPTED BY BOARD OF EDUCATION: August 25, 2026