

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Director of Information Systems and Technology

BASIC FUNCTION:

Under the direction of the Superintendent, the Director of Information Systems and Technology plans, organizes, and directs all District information technology infrastructure, systems, and operations. This position provides both strategic leadership and hands-on technical administration of district-wide networks, servers, enterprise systems, cybersecurity, and communications to ensure reliable, secure, and efficient technology services in support of instructional and business operations.

ESSENTIAL DUTIES:

Leadership, Planning, and Administration

- Plan, organize, control, and direct the District's information technology infrastructure and services, including networks, servers, telecommunications, enterprise systems, and data operations.
- Develop and implement short- and long-range IT strategic plans aligned with District goals, instructional priorities, and operational needs, and regularly collaborate with Instructional Services.
- In collaboration with Instructional Services, develop, manage, and monitor the Technology Services budget; analyze expenditures, conduct feasibility studies, and authorize purchases in accordance with District policy.
- Review, approve, and manage technology procurement, bid specifications, vendor contracts, service agreements, and lifecycle replacement plans.
- Supervise, train, assign work to, and evaluate IT staff and contractors; establish priorities and performance expectations.
- Serve on administrative committees and attend meetings as assigned.

Network, Systems, and Infrastructure Administration

- Design, configure, administer, and maintain local and wide-area networks (LAN/WAN), including routers, switches, firewalls, cabling systems, and wireless infrastructure, to ensure high availability, performance, and security.
- Administer and maintain district servers, virtual infrastructure (including VMware environments), and storage area networks (SAN).
- Oversee and directly support VoIP and unified communications systems, including Cisco Unified Communications servers.
- Monitor system and network performance; diagnose, isolate, and resolve complex hardware, software, and connectivity issues to minimize operational disruption.
- Deploy, test, upgrade, and maintain district-wide technology hardware and software; coordinate implementation schedules; and provide training or guidance to staff as needed.
- Maintain accurate and comprehensive technical documentation in compliance with District standards.

Cybersecurity, Data Protection, and Compliance

- Establish, implement, and enforce cybersecurity standards, including network security protocols, CIS Controls, data protection practices, and secure system configurations.

- Ensure data security, backup, disaster recovery, and business continuity plans are developed, maintained, tested, and followed.
- Administer and monitor district filtering systems, web services, security, surveillance, and access control systems.
- Provide technical leadership during security incidents, system outages, investigations, and incident response, including coordination of digital forensics when required.

Enterprise Systems and Cloud Services

- Oversee and support enterprise systems, including student information systems, HR/payroll systems, financial systems, and other administrative applications.
- Administer, maintain, and secure Google Workspace for Education and associated cloud-based services.
- Monitor system configurations and usage trends; recommend enhancements to meet District needs and support long-term goals.

Professional Responsibilities

- Maintain current knowledge of emerging technologies, infrastructure trends, and cybersecurity threats; recommend improvements and innovations.
- Provide advanced technical expertise and serve as a senior technical resource to District leadership, instructional services staff, and other staff members.
- Serve as liaison to external vendors, agencies, and regional partners to share best practices.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge and Skills:

- Advanced knowledge of network design, server and virtual infrastructure, cybersecurity, disaster recovery, and enterprise systems.
- Fundamental understanding of artificial intelligence concepts and large language models.
- Strong budgeting, vendor management, and personnel management skills.
- Ability to perform both strategic planning and hands-on technical work as required.

Ability to:

- Develop and maintain cooperative and effective working relationships with staff, administrators, community members, partners, and the public.
- Lead, motivate, and develop staff through effective management and collaboration.
- Work independently with little direction.
- Plan and present professional development.
- Develop project progress reports and/or recommendations.
- Write effectively for varied audiences.
- Communicate effectively with diverse audiences.
- Direct multiple projects simultaneously.
- Perform a variety of complex technical tasks that require independent judgment, with accuracy and speed.
- Be flexible, patient, and able to work under pressure.
- Apply organizational, critical thinking, and analytical skills.
- Coordinate a variety of activities and events.
- Communicate resource availability to schools.

- Proficiently operate computers and standard office equipment.

MINIMUM QUALIFICATIONS:

The successful candidate must demonstrate the following:

Education:

- Bachelor's degree in computer science, information systems, business administration, or a related field required.
- Master's degree preferred.
- Industry certifications such as VMware Certified Professional (VCP), Cisco CCNA/CCNP, Microsoft certifications, or similar certifications are highly desirable.

Experience:

- Five (5) or more years of progressively responsible experience in information technology, including leadership responsibility.
- Demonstrated experience administering enterprise networks, servers, virtualization, cybersecurity, and communications systems in a complex environment (preferably K-12 education).

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Personal appearance which establishes an appropriate example for students.
- Willingness to assume a wide range of responsibilities
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment - frequently
- Outdoor - occasionally
- Regular interruptions

Physical Requirements:

The physical demands described here are representative of those required of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, and squat
- Ability to frequently lift, push, pull, and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance
- Ability to see for the purposes of reading instructional materials, documents, and other printed matter, for observing students, and for the safe operation of equipment

- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate office equipment with dexterity in a safe and efficient manner

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures, functions, and limitations of assigned duties