

**JOB TITLE: DIRECTOR OF DISTRICT TECHNOLOGICAL SERVICES****BASIC FUNCTION**

Under the general direction of the Superintendent or his/her designee, leads, manages and directs the activities of the District's Technological Services Department, including the development and operation of the District's strategic information, education, telecommunications networks; instructional technology programs, telephone and data services, computing services; applications development and support, network infrastructure design and operations; related staff development and teacher training; consultation on software/hardware acquisition; and instructional delivery systems; performs related duties as assigned. This position shall be designated as either classified or certificated depending upon the incumbent, and shall be identified as a Senior Management of the Classified Service position, pursuant to Administrative Regulation 4300.

**DISTINGUISHING CHARACTERISTICS**

This position requires broad technical expertise in designing, managing, and integrating information system and technology programs and services at the District and individual school levels, as well as the integration of technology into the K-12 curriculum and instructional program. The position requires analyzing and making recommendations to schools and district departments regarding their technological needs, designed to improve learning. The incumbent organizes and conducts frequent meetings and training programs to communicate technical information, data and a variety of alternative solutions.

**ESSENTIAL JOB FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides leadership and coordinates the implementation of the District's integrated master plan for technology.
- Plans, designs, organizes, controls, integrates and evaluates the work of the Technological Services Department; develops, implements and monitors work plans to achieve the department's mission, goals and performance objectives; directs the development of and monitors the performance of subordinates; manages the department's budget; manages and directs the development, implementation and evaluation of work programs; plans, processes systems and procedures to achieve District goals, objectives and performance measures, consistent with the District's quality and service expectations.
- Evaluates, plans and designs information and network systems as required by the District, ensuring that they meet industry standards and are adequately flexible, scalable and maintainable to protect the District's technology investments.
- Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with District Human Resources policies and labor contract agreements.
- Manages and directs the delivery and maintenance of telecommunication services, including establishing and managing outside vendor contracts; designs and oversees District applications for various grant and discount programs offered by State and Federal agencies and corporate partners.
- Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's and department's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
- Manages and directs the implementation of goals, objectives, policies and standards for the Technological Services department; provides professional assistance to District management on technology, information systems, computer operations and support and related matters; provides broad computer processing and technology support services and works with other District managers to solve a range of complex computer technology based problems.
- Works with managers to evaluate current and anticipated information systems and technology requirements and examines the feasibility of alternative conceptual approaches to meeting such

requirements; works with other directors and managers to prioritize development and upgrade projects; recommends approaches and action plans that will produce maximum return on District technology investments; promotes the use of sound technology.

- Works with teachers and other certificated employees in the development of curriculum and instructional programs, and is responsible for the promotion of positive relationships between people regarding the use of technology to improve learning.
- Directs the development and supports the implementation of educational technology district wide; directs the development and maintains a District plan for computer education and instructional technology; works with district staff and school staff, in coordinating technology with curriculum and instruction.
- Consults with schools and district departments regarding hardware/software acquisition, information requirements, system capacity, instructional delivery systems, equipment needs, school plans, and other matters related to technology.
- Manages and supervises, through staff, the delivery of systems development, network, computer operations and client support services to department client users; manages and directs the maintenance, administration and upgrading of District networks; ensures that network architectures meet standards and operational requirements; manages the establishment of systems, network and data security standards and protocols; manages and directs the development and implementation of disaster recovery plans; directs the provision of client support services, including the troubleshooting and resolution of hardware and software problems, network connectivity and client training needs.

#### **OTHER JOB FUNCTIONS**

- Serves on various advisory committees.
- Coordinates the District Student Information Data Processing System.
- Serves as a liaison with State, County and other professional and private agencies on matters related to technology.
- Seeks grants and other resources to further develop District computer education resources and other educational technologies. Assists schools and departments in seeking outside funding for technology.
- Monitors trends, developments and best practices in information and telecommunication technologies and evaluates their applicability to District operations.
- Prepares and reviews statistical reports for a variety of purposes; directs the maintenance of department files and records.

#### **JOB REQUIREMENTS – QUALIFICATIONS**

##### **Skills, Knowledge and/or Abilities Required:**

##### Knowledge of:

- Principles, practices and techniques of integrated information systems management, including network and applications design, hardware and software options for instructional and school administration applications and system alternatives.
- Methods and techniques applicable to long-range and strategic technology planning.
- Implementation and enforcement of information protection and security systems.
- Network architectures, theory and principles of local and wide area enterprise network design and integration, including topologies and protocols; principles and practices of advanced network administration.
- Curriculum and instructional design and delivery systems and the understanding and use of technology to support and enhance curriculum and instruction.
- Role of technology in modern educational programs designed to maximize learning.
- Philosophical, educational, fiscal and legal aspects affecting educational technology and curricular programs.
- Institutional technology, including potential use, acquisition and configurations in a multi-site environment.
- Systems analysis methods and techniques.
- Methods and techniques of project management as applied to technology systems projects.
- Operating principles, parameters, methods, practices and limitations of mid-range computers, PCs, network hardware and devices and related peripheral equipment.

- District operations and functions and associated information systems and technology issues.
- Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
- Human relationships, conflict resolution strategies and ability to consult with, participate in and lead groups.
- Principles and practices of effective management and supervision.
- District human resources policies and labor contract provision.

Ability to:

- Plan, organize, integrate and manage systems development, administration and computer operations programs and services.
- Identify information management issues and opportunities, analyze problems and alternatives and develop sound conclusions and recommendations.
- Establish and maintain cooperative organizational, public and educational community relationships.
- Assess client user technology requirements, set priorities and allocate resources to most effectively meet needs in a timely manner.
- Evaluate departmental programs and make recommendations for improvement.
- Evaluate complex technology and strategies and make sound, prudent recommendations that maximize return on investment.
- Understand, interpret, explain and apply District, state and federal policy, law, regulation and court decisions applicable to areas of responsibility.
- Present proposals clearly and logically; communicate effectively orally and in writing.
- Conscientiously preserve the confidentiality of all proprietary and confidential data and information residing in the District, in accordance with Departmental and District policy, and state and federal law.
- Exercise sound, expert independent judgment within general policy guidelines.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Establish and maintain effective, customer-focused working relationships with all levels of District employees, other governmental officials, vendors, and others encountered in the course of work.

**PHYSICAL DEMANDS**

The position requires walking, standing and lifting light equipment, up to 40 pounds, along with frequent periods of sitting. The position requires the ability to receive and provide oral, visual and written communications. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation.

**EXPERIENCE AND EDUCATION REQUIREMENT**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.

Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is through having had responsibility for major information systems, with a minimum of at least seven years of relevant job experience, including at least four years which were in a supervisory or management capacity; or some combination of education, training and experience that produces the requisite knowledge, skill and ability sufficient to ensure performance success. Experience in public education or another public agency is preferred.

Education:

A Baccalaureate degree in Computer Science or Information Systems or related field is required. A Masters degree in a related field is preferred.

**LICENSES AND OTHER REQUIREMENTS**

Possession of a valid California teaching credential and Administrative Services credential is desirable and a California Drivers License is required.