October 22, 2018
CLASSIFIED MANAGEMENT VACANCY

DIRECTOR OF TECHNOLOGY
Sierra Education Center
8.0-hours daily – 12 months

SALARY: $9,675.98 - $11,787.01 per month   **EFFECTIVE:** When Filled

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APPLICATION DEADLINE: Monday, November 5, 2018 – 4:00 p.m.
Application, resume, letter of introduction and two letters of recommendation dated within the last year
Must be received via **www.edjoin.org** - Whittier Union High School District Personnel Office by above date
Only complete edjoin applications will be considered for employment
Resumes will **NOT** be accepted in lieu of Edjoin application

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MINIMUM QUALIFICATIONS/EXPERIENCE:
Knowledge of:
- Operation of computer systems and related equipment
- Statistical principles and accepted methods of compiling statistical data
- Problem-solving techniques
- Principles of supervision and training
- Theory and practical use of technology in education and administration
- Theory, practice, and advanced concepts of information technology systems, telecommunications, local-area and wide-area networks protocols
- Characteristics, capabilities and uses of telecommunications system components, including data communications equipment protocol, server and computer operating systems, database administration, network software, and specialized programs for network operations
- Relevant governmental requirements for school district data reporting
- Microsoft Office, Microsoft SQL Server Management Studio, Student Information System, Business System, and Human Resources System, Virtual Servers and VMware
- Budget preparation and control
- Principles and practices of personnel administration, including training, supervision, and organization of work
- Principals, procedures, and techniques of research, including planning studies and investigation, determining variables and application of statistics in operations and systems analysis
- Internet and E-mail
- Principles and methods of effective oral and written communications
- Effective techniques for assessing and analyzing user needs and recommending hardware/software solutions
- Preventive maintenance principles, policies and programs related to technology

Ability to:
- Plan, organize, coordinate and direct a variety of technological applications related to the District's needs
- Analyze problems, develop sound problem-solving models and arrive at sound solutions to problems
- Gather and analyze data
- Train and supervise employees in the performance of technical activities
- Formulate and administer departmental budget
- Prepare clear, concise written reports, studies and recommendations
- Establish and maintain effective relationships with persons contacted in the course of work
- Present District technology needs as well as capabilities of state-of-the-art and proven technologies in clear and simple forms to decision-makers

Ability to Continued:
- Develop strategic business plans related to technology
- Analyze, recommend and select hardware and software appropriate to the District's information processing requirements and to demonstrate its potential efficiency and cost-effectiveness
- Manage network implementation projects
- Provide strong leadership skills to Information Technology department team and staff
- Supervise, train and evaluate technical and support staff
- Be motivated to produce high quality work product
- Work independently and manage time effectively and flexibly to carry out routine tasks and respond to frequent emergencies
- Manage multiple simultaneous projects

Skills:
Possession of a valid California Driver's License. Candidates must clear Department of Justice fingerprint/criminal background check and a tuberculosis exam/screening. Candidates must maintain current and valid evidence of insurability.

Education and Experience:
A Bachelor's Degree in Computer Science, Information Systems or related field, and five years of experience in a complex computer systems environment, including at least two years at a supervisory level.

PHYSICAL DEMANDS & WORKING CONDITIONS
Environment:
Environment: Indoor and outdoor environment; driving a vehicle to conduct work. Limited physical effort required. Limited exposure to physical risk.

Physical Demands:
Light lifting up to twenty-five (25) pounds, good manual dexterity and hand/eye coordination, the ability to hear and speak clearly, good vision, and the ability to climb stairs, bend, kneel and squat.

FUNCTION/JOB DUTIES:
Under the general direction of the Assistant Superintendent of Business Services, plans, recommends, organizes, coordinates, directs and oversees the planning, development, coordination, implementation, and management of data networks, network security standards and procedures, information technology infrastructure, telecommunication systems, hardware and software, and technology customer support services.

Examples of Duties:
- Plans, organizes, directs, and participates in the development, implementation, training, support and maintenance of technology devices, programs, and related procedures to ensure maximum utilization of computer and network equipment in the district
- Selects, trains, assigns, sets standards of performance, supervises, and evaluates assigned staff
- Coordinates, supports, maintains, and repairs of all district technology hardware and software used in administrative, business and educational settings
- Develops network, hardware and software capacity plans, upgrades and replacement schedules.
- Plans and coordinates the establishment and maintenance of local area and wide area networks, including designing, managing, upgrading, and troubleshooting the systems.
- Recommends, reviews, evaluates, develops and coordinates a systematic approach to the selection and utilization of telecommunications, computer hardware, software, network, web-based applications, on-line services and related technology devices to meet the district's instructional and administrative needs
- Prepares and administers departmental budget
- Analyzes departmental operations, structure and procedures, making changes needed to improve efficiency and cost effectiveness
- Maintains efficient utilization of equipment and personnel
- Monitors and maintains software licensing , documents and contracts with various vendor and/or service providers

Examples of Duties Continued:
- Administers the federal e-rate funding program
- Supervises the development, implementation, training and support of applications such as student information system, business system, and personnel system used by instructional and administrative personnel
- Prepares divisional agenda materials, reports and maintains necessary records
- Performs related work as required.

SELECTION PROCESS:

Screening: Applicants will be screened for qualifications and experience.

Interview: Selected applicants will be notified of date and time for personal interviews.

MISCELLANEOUS INFORMATION:

Benefits: Based upon hours worked: fringe benefits include medical, dental and vision insurance for employee and dependents; excellent vacation and sick leave benefits. Life insurance for employee.

Fingerprints: Selected candidate will be fingerprinted as required by the California Education Code and processed by the State of California, Department of Justice.

The Whittier Union High School District is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination, harassment, intimidation based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.