

COLUSA UNIFIED SCHOOL DISTRICT

745 10th Street

Colusa, CA 95932

Phone: 530.458.7791 FAX:530.458.4030

JOB DESCRIPTION

Job Title: Director of Technology

Work Year: 12 months

Salary: Management

Responsible to: District Superintendent

GENERAL DESCRIPTION:

This District level position is responsible for maintaining and improving district wide technology. Assists with visioning, leadership and budgets for the Technology Department as well as daily monitoring, support and repair of hardware and software.

TYPICAL DUTIES:

- Ensures highest level of customer service to district constituency
- Troubleshoots, diagnoses and repairs software and hardware throughout the system.
- Supports users in maintaining the School District website
- Provides leadership in visioning, developing, writing, and fulfilling elements of the District Technology Plan
- Communicates regularly with all staff regarding technology vision, needs, and projects
- Assists in development and implementation of technology department budget, policies, procedures and guidelines regarding information technology
- Plans, implements, monitors and maintains district server hardware and software, backups, assessment and documentation.
- Assists in development and evaluation of all software, hardware, and telecommunication purchases
- Meets state requirements for all reporting related to ERATE, CALPADS, etc.
- Coordinates and provides training needs relative to technology
- Provides input, support and leadership for the integration of technology into instruction that supports student and staff learning; provides leadership for staff development and training of technology staff
- Supervise and evaluate Technology Department personnel
- Maintains positive working relationships and communication with district staff and CCOE
- Implements the vision, mission, policies, administrative regulations and practices of the CUSD Board of Trustees
- Provide Audio/Visual support with recording and live streaming technologies to the district.
- Manage network infrastructure
- Maintain district software integrations

QUALIFICATIONS:

- Extensive training and/or experience in technology
- AS or BS in technology (desirable)
- Bilingual Spanish (desirable)
- PMP, MCSE, CCNA, Google Certified Professional (desirable)

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of current industry best practices, current and emerging technologies and a demonstrated ability to utilize that knowledge to propose to the Superintendent and leadership team strategic and tactical directions appropriate to the technologies under their direction
- Knowledge of current information technology including student systems, network infrastructure, voice/data systems, security systems and desktop/mobile hardware and software.
- Ability to maintain and repair network and user devices and software.
- Ability to plan, prioritize, coordinate and organize a variety of information and work closely with supervisors.
- Skilled in creation and implementation of efficient information technology plans.
- Ability to manage the technology budget and the procurement of services and equipment
- Ability to lift equipment and have the physical ability to move around in hard to reach spaces.
- Maintains confidentiality within the work environment

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand, sit and walk for extended periods of time.
- Work at a desk, computer for extended periods of time.
- Stand, walk and bend over; reach in all directions, including overhead; grasp, push, pull and move objects not exceeding 50 pounds; lift and/or carry up to 25 pounds to waist height; twist, stoop, kneel, run, crawl.
- Perform light physical exertion.
- See for purposes of reading printed matter and equipment specifications.
- Hear and understand speech at normal levels and on the telephone.
- Communicate so others will be able to clearly understand at conversational levels and on the telephone.

LICENSE REQUIRED:

Valid California Driver's License