

DENAIR UNIFIED SCHOOL DISTRICT

CLASS TITLE:	Director of Technology
IMMEDIATE SUPERVISOR:	Superintendent / Chief Business Officer
CONTRACT:	210 Days
CLASS:	Certificated Management
SALARY AND BENEFITS:	Certificated Management Salary Schedule

BASIC FUNCTION:

Under the direction of the Superintendent and the Chief Business Officer, assumes primary management responsibility for the Technology Services Department; ensures efficient delivery of information system services and technology resources for users district wide; and performs other essential job-related work as required. The fundamental objective of this position is to ensure that computers and technology efforts are consistent with the overriding objective of effective delivery of quality educational services for the students, parents, and community.

REPRESENTATIVE DUTIES:

The Director of Technology shall be assigned specific duties based upon site needs, credential, experience and professional expertise in district relevant areas as follows:

- Plan, organize, lead, direct, develop, and monitor all aspects of the Technology Department; supervise and provide direction to other technology department staff members.
- Act as liaison between the District and the Stanislaus County Office of Education in all areas of technology.
- Direct and facilitate ongoing district-wide needs assessment and development of technology implementation plan to ensure delivery of efficient and effective day-to-day and ongoing information system and technology services district-wide.
- Oversee, develop, and implement the district plan for information systems and technology. Set policy for the purchase and repair of computers, peripherals, and audiovisual equipment.
- Direct, facilitate, and monitor information system implementation efforts to ensure that the Department keeps pace with day-to-day and future needs.
- Guide and assist departments and sites in the development of appropriate educational technology implementation and curriculum.
- Maintain frequent group and one-on-one communication and works in a collaborative manner with department directors and other administrators and professionals district-wide to facilitate decision making and problem solving in the area of computers and technology services and assessment.
- Oversee progress toward objectives relating to migration and other project management efforts.
- Oversee the management of the interconnection of operating systems, desktop computer applications, network protocols, and mainframe applications.
- Review, monitor, and facilitate negotiations with vendors and agencies to provide cost-effective resources in terms of day-to-day demands and longer-term goals and objectives.
- Comply with applicable state, local, and federal rules, regulations, and laws, as well as the policies and procedures of the district.
- Establish and maintain effective working relationships with a variety of groups, including teachers, students, administrators, coworkers, vendors, consultants, and others as required.
- Demonstrate and models safe, prudent, and healthful work behaviors and practices; identifies and works toward the elimination of unsafe or unhealthful work area conditions.
- Provide and supervise support services to users of district data bases/ network systems, including client server and peer to peer Network, online microprocessors, personal computers, and computers terminals.
- Manage substantial databases and other information such that the quality, quantity, time lines, and facility of data retrieval and reporting support district and site needs.
- Manage resources so that the technology department provides timely and essential customer service, training and user support.
- Utilize knowledge sufficient to manage complex data base systems, network management [LAN and WAN environment] and protocols, intranet and Internet access, computer work stations operations, and multiple hardware and software platforms.

- Manage and direct systems that support and assist users at all sites in computer, software, network, and system functions.
- Develop and manage long-range planning for technology, infrastructure, and network environment to facilitate technology use district wide.
- Manage services that provide support through multiple methodologies, including but not limited to, help desk, on site training, equipment repair, and essential data retrieval for management purposes.
- Clearly command knowledge and expertise sufficient to facilitate the data needed to support the district's fiscal services, business services, human resources, and student services departments and/or divisions.
- Manage district wide network that supports voice, video and data transmission.
- Assist with testing coordination and training related to district wide testing and data reports, including but not limited to state testing, English language development and GATE testing.
- Provide training to users on hardware and software applications.
- Perform other essential job-related work as required.

KNOWLEDGE OF:

- Knowledge, skills, and abilities in the area of information systems and technology resources
- Principles, practices, and languages used in communication oriented computer systems and programming
- The capabilities, capacities, and limitations of computers and peripheral equipment
- Comparative equipment, planning, and cost control
- Principles and practices of accounting, statistics, and school district organization, activities, and requirements
- Principles of administration, human resource administration, departmental budgeting, supervision, and training
- District curriculum and programs for student data management
- Testing and registration procedures
- Requirement and restrictions of database concepts; management information systems; Spreadsheet and word processing programs; Desktop and network operating systems, including Microsoft and Macintosh
- Computers, multimedia and networks for education and/or business computers applications
- Technology Division's functions and responsibilities within the District
- Data collection and analytical methods and procedures
- Installation procedures for computer software programs
- Report writing and record-keeping techniques
- Planning, organization and direction of school programs, activities and services
- Budget preparation, implementation and control
- Evaluation strategies
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills

ABILITY TO:

- Plan, organize and control programs and activities to provide educational and administrative leadership to the professional staff
- Plan, direct and supervise the work performed by professionals and others at designated school sites
- Communicate with other schools, outside agencies, parents, students and the public
- Provide responsible and professional staff assistance and management in the education program
- Train, supervise and evaluate the performance of assigned staff
- Prioritize and schedule work
- Prepare, administer, monitor and control school budgets
- Interpret, apply, explain, and enforce rules, regulations, policies and procedures
- Maintain current knowledge of program rules, regulations, requirements, and restrictions
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Prepare comprehensive narrative and statistical reports

- Prepare and deliver oral presentations
- Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files
- Establish and maintain cooperative and effective working relationships with others

REQUIRED QUALIFICATIONS:

- Possess or be eligible for a California Administrative Services credential
- At least 5 years of job related experience with demonstrated record of accomplishment in either K-12 public schools or similar-sized organization involving computer and technology management

DESIRABLE QUALIFICATIONS:

- High energy level and the ability to function well under stress
- Ability to function as a “team player”
- Ability to work flexible hours
- Appropriate sense of humor
- Possesses collaboration, communication and problem-solving skills
- Is creative
- Possesses a high level of tenacity and follow through ability
- Awareness of, and ability to, utilize technology
- Student centered
- Previously demonstrated ability to work successfully in a collaborative manner

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California Driver’s License
- First aid and CPR training recommended
- Required District staff development in-service training

PHYSICAL DEMANDS:

- Visual acuity to see and read a variety of materials and to perform a variety of accounting duties
- Hearing and speaking to exchange information in person and on the telephone, and to communicate so others will be able to clearly understand normal conversation
- Dexterity of hands and fingers to operate a telephone, computer keyboard and other office equipment
- Physical agility to lift up to 25 pounds and carry up to 15 pounds; bending at the waist, kneeling, stooping or crouching to file materials
- Sitting or standing for extended periods of time
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely and efficient fashion

BOARD APPROVED: Submitted February 9, 2017

ADOPTED: