

Cabrillo Unified School District  
Half Moon Bay, CA 94019

### **Job Description**

## **DISTRICT DIRECTOR OF TECHNOLOGY**

### **BASIC FUNCTION**

Under the supervision of the Assistant Superintendent of Curriculum, provide services to manage the use of technology for administrative and curricular purposes in a networked environment serving pre-school, TK-12, and adult school. Serve all district students by directing the integration of digital tools and best practices into curriculum, instruction, data analysis, and administrative systems.

### **REPRESENTATIVE DUTIES:**

- Provide leadership in all aspects of technology for the school system.
- Lead the development and implementation of a district strategic vision for educational technology for the purpose of ensuring effective, efficient use of technology to support district programs and services.
- Provide policy support and decision-making on academic and administrative technology matters for the purpose of leading the District in the lawful and effective use of technology.
- Supervise district-wide technology personnel in the maintenance and monitoring of district networks, hardware, accounts, and software.
- Manage the student information system; stay up to date with new features, provide training and assistance to site personnel, implement changes and new features.
- Manage the data warehouse and school-to-home communication tools.
- Supervise the Data Specialist in collecting and reporting student data for federal and State reports and assessments and all other data requests and reports.
- Maintain inventories of hardware, software, and licenses. Oversee license renewals and equipment replacement.
- Facilitate updates of district websites. Manage web platform integration with the student information system; act as liaison between district and site admin with contracted web developer.
- Provide technology-related staff development in formal and informal training sessions for certificated and classified staff and administrators.

- Oversee the technology budget; advise and approve technology purchases.
- Work with E-Rate consultant to identify eligible services and contract requirements.
- Work with construction manager to specify network needs and standards.
- Attend educational technology conferences and workshops
- Collaborate with the Superintendent, Cabinet, principals and school staff to make informed decisions.

**KNOWLEDGE AND ABILITIES:**

- Experience with the operations and issues of an educational network.
- General knowledge of infrastructure requirements and components of local and wide area networks.
- Familiarity with educational technology resources, data systems, California state reporting requirements and educational technology issues.
- Ability to organize records and tasks.
- Ability to communicate effectively with all levels of school system staff.
- Knowledge of instructional practices and procedures in a TK-12 environment.
- Ability to design and implement targeted staff development.
- Demonstrated written and verbal communication skills, as well as speaking and presentation skills.

**EDUCATION AND EXPERIENCE:**

- Valid California Administrative Services Credential preferred.
- Significant experience working in K-12 education technology.