# LAMONT ELEMENTARY SCHOOL DISTRICT
## MANAGEMENT EMPLOYEE VACANCY
### May 29, 2018

*The following position is open for the*

## 2018-2019 SCHOOL YEAR

## DIRECTOR OF TECHNOLOGY

### Position Requirements:
Bachelors' Degree in Computer Science or related field OR related experience
Minimum three (3) years-experience within Information Technology
Valid California Driver's License
Experience in the following technologies/products;
Project Management, HP – UNIX, Microsoft, and Networking.

| SUPERVISOR | LOCATION | MAX ENTRY SALARY | SCHEDULE |
|---|---|---|---|
| Superintendent or Designee | All District Sites | $72,368 - $89,528 | 226 Days<br>M-F 7 am-4 pm |

### Essential Functions
Directs Department of Information Technology.
Provides efficient data processing services to district.
Is responsive to needs of users of district data processing services including Student Information Systems.
Develops systems analysis and designs studies and writes computer programs.
Develops Project Plans.
Maintains awareness of current trends in state-of-the-art data processing techniques and education.
Provides short-range and long-range plans for information processing services for district.
Keeps Superintendent informed of all data processing activities.
Coordinates, supervises and evaluates department staff.
Organizes and manages procurement, utilization and disposition of district data processing equipment.
Provides training and assistance to users of district's central computer center.
Conducts systems and programming activities for district's Department of Information Technology.
Assumes active role in professional areas of data processing and education.
Manages planning, development, evaluation, and implementation of short-range and long-range plans for Department of Information Technology.
Prepares reports as requested.
Mentors and grows technology staff within the office

### Training, Experience, Special Skills
Analyzes complex district needs presented by the user community and/or clients and recommends technical solutions.
Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions.
Directs operations in executing production tasks according to a documented schedule that meets or exceeds customer expectations.
Produces detailed time line for each application release and implementing effective project control by monitoring the progress of the software release and reporting the status.
Directs and prioritizes the work load of subordinate personnel.
Reviews all designs, code and unit test plans where applicable.
Approves all business requirements prior to the technical solution.
Participates on all hardware and software evaluations and maintains vendor contracts.
Represents the IT function at customer review meeting when appropriate.
Perform liaison duties between users, operations, and programming personnel in the areas of systems design, modifications or trouble shooting.

### The following qualifications will be used in the selection process:
The applicant's qualifications by training and/or experience relevant to the position
Written evaluations of the applicant's current and past job performance
The applicant's service, if any, in the same or similar position
The applicant's length of service to the District
Specific requirements of the position as required in the job description

**APPLICATION PROCEDURE:** **Submit your application through EdJoin.org, along with your three letters of recommendation, no later than June 8, 2018, by 3:00 p.m.**