



Lompoc Unified School District
1301 N A Street
Lompoc, CA 93436
Phone: 805.742.3300
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Title: Director, Information and Technology

Reports to: Assistant Superintendent, Education Services

Work Year: 219 days

Employment Status: 1.0 Full Time Equivalent

Benefits: Eligible to participate in district medical, dental and vision insurance.

Purpose of Position: Under the supervision and direction of the Assistant Superintendent, Education Services, plan, organize, supervise, coordinate, and direct the installation, maintenance and repair of technology hardware, peripheral equipment and software, installation, maintenance and repair of District networks and devices; organize and participate in network user support activities and committees; increase the capacity of teachers to effectively integrate technology in the teaching and learning process to facilitate students; college and career readiness utilizing 21st Century learning skills, and schedule and supervise all assigned personnel.

Essential Functions:

- Plan, organize, control and direct the District's information technology functions and committees; assure efficient and cost-effective technology operations.
- Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures,; meet with staff to identify and resolve problems.
- Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Responsible for day-to-day operations for all technology applications, network support, and services and activities of the Information Technology Department.
- Confer with school principals and supervisors regarding problems pertaining to the integration and use of technology devices.
- Plan and supervise the installation, maintenance and repair of District networks and devices; oversee the installation, diagnosis and repair of network hardware, cabling and related equipment; supervise and participate in the analysis of network traffic.
- Provide assistance to other divisions and departments on changes, new applications and related issues; review and evaluate requests for new services, hardware and software.
- Review, investigate, evaluate and assist in the selection of new technologies for current and future business needs including computer systems equipment, hardware and software; ensure that all technology complies with the District's standards and strategic direction.
- Select, train, motivate and evaluate Information Technology Division personnel; provide or coordinate staff training; and work with employees to correct deficiencies.
- Participate in the development and implementation of District policies and procedures related to networking and information technology; review, evaluate and provide recommendations concerning

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network, computer and program products, methods and procedures; assist in the development of Departmental goals and objectives.

- Promote and encourage professional development activities within school buildings during the regular school day, including meeting and supporting information technology projects.
- Coordinate the infusion of technology with best instructional practices, including establishing accountability, tech standards, instructional scope and sequence, and delivery and management of media services and media center.
- Manage and be accountable for District-wide instructional technology projects and implementations related to curriculum, instruction, and assessment.
- Establish, communicate, and monitor both the District-wide vision and goals for the ongoing infusion of media and technology into curriculum to enhance student achievement.
- Provide administrative support and oversee staff training to improve student learning by infusing media and technology into the curriculum. Be accountable for technology staff development District-wide.
- Serve as a member of the District's administrative team and actively participate in the development, implementation, and achievement of the District's strategic plans.
- Performs others duties of a similar nature or level.

Demonstrated Knowledge and Abilities

Knowledge of:

- Effective use of instructional technology including but not limited to knowledge of education related software.
- Management skills, current trends and innovative practice with instructional technology related to the CCSS.
- Organizational operations and procedures.
- Principles, practices and techniques of organization, management, supervision, employee motivation and training.
- Use of instructional and multimedia software.
- Interpret and analyze data, effectively use instructional technology resources that have been proven to improve student achievement utilizing the CCSS and performance tasks associated with standards.
- Budget development and oversight.
- Grant development and evaluation.
- Legal mandates, policies and regulations pertaining to information and technology services.
- Contemporary information and technology service hardware and software systems and equipment.
- Principles, practices and techniques of organization, supervision, employee motivation and training.

Ability to:

- Plan, organize and coordinate all aspects of the educational technology program.
- Communicate effectively both orally and in writing.
- Make sound judgments related to technology usage and application.
- Identify and respond to community issues, concerns and needs (i.e. cyberbullying, identity theft).
- Analyze problems, identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals as they pertain to technology.
- Research, analyze, and evaluate new data service delivery methods, procedures, and techniques.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Prepare and present clear and complete reports and make effective presentations in small and large group settings.
- Work independently.
- Perform responsible and technical system analysis, and information and technology service planning and

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direction.

- Organize, supervise, train and evaluate the work of information and technology service personnel.
- Establish and maintain effective organizational, public and community relationships.

Working Conditions & Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

- Exerting up to 40 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
- Sitting, walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception and providing oral information.
- Handling and working with various materials and objects.
- Office, outdoor and classroom environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

Education and Experience:

- Bachelor’s degree in computer science, business or public administration or a related field.
- Valid administrative credential authorizing service.

Preferred Experience:

- Six (6) years of experience in computer science or a related field, with at least two (2) years in a supervisor capacity.

Licenses and Other Requirements:

- Valid California Driver License

FLSA Status:

Exempt

The District reserves the right to update, revise or change this job description and related duties at any time.

Pending Board Approval