

## SAN YSIDRO SCHOOL DISTRICT

**TITLE:** Director of Education Technology  
**DEPARTMENT:** Business Department  
**FLSA:** Exempt  
**Created:** June 2017

**REPORTS TO:** Deputy Superintendent  
**CLASSIFICATION:** Management (12 month)  
**SALARY:** Management Salary Schedule  
**Board Approved:** July 13, 2017

**BASIC FUNCTION:** Under the direction of the Deputy Superintendent, the Director of Education Technology administers instructional and information technology development, implementation, use, standards and maintenance throughout the district. This classification is part of the Management Leadership Team.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)**

- Analyzes and recommends uses of technology related to instruction and curriculum and the student data system. Supports school staffs in designing effective models for using technology in classrooms to enhance achievement of students at all levels.
- Develops implements and maintains the local and wide area networks, including hardware and software, throughout the District. Manages the resolution of network performance problems impacting production systems and client server systems.
- Performs database design and related complex queries and reports for end-users; implements systems and procedures to protect data integrity; develops and maintains network disaster recovery plans and backup procedures.
- Recommends functional specifications, standards, and requirements for hardware and/or software purchase and design to ensure optimum system performance.
- Recommends and develops policies, regulations and procedures related to technology use.
- Meets, consults, and advises administrators in the solution of their technology problems and the development and maintenance of effective technology systems in the areas of their responsibilities.
- Manages departments, sections and work units effectively and efficiently, and supervises, motivates and evaluates the work of assigned staff.
- Plans and implements staff development and training related to technology.
- Coordinates and supervises the implementation of a District-wide educational technology master plan to include installation and maintenance of infrastructure and needed equipment.
- Initiates liaison with business sources; solicits donations of hardware, courseware, and expert time to further enhance the District's use of technology.
- Represents the District at educational technology councils, committees, boards, and technology/media support groups and keeps current on trends and developments in the use of educational technology to improve student achievement.
- Communicates the district's philosophy regarding the use of technology to parents, staff, and community members in order to solicit appropriate support for technology in the schools and at the district level.
- Serves on the Superintendent's Extended Cabinet and attends Board Meetings as needed as a resource to the Board of Education.
- Coordinates with telecommunications department regarding infrastructure wiring.
- Assists the Superintendent with urgent issues, research projects and other special assignments.
- Performs other duties as assigned.

## **KNOWLEDGE**

- CMAS vendor processing.
- Database management systems including but not limited to MS SQL server, Access, etc.
- Local Area Networks/Wide Area Network Technologies.
- Budget preparation and control.
- CISCO Systems/Switches & Routers, Voice-over-IP technology.
- Process and implementation of E-Rate.

## **ABILITIES**

- Plan, organize and administer the computer services of the district.
- Interpersonal skills using tact, patience and courtesy.
- Ability to maintain current knowledge of technological advances in the field.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action; provide direction to others and make independent judgments.
- Work independently and proactively with little direction; to anticipate problems and opportunities, and respond effectively; and prepare comprehensive narrative and statistical reports.
- Supervise, motivate and evaluate staff, and to manage departments, sections or work units as assigned.
- Read and comprehend handwritten or typed documents.
- Deal effectively with multiple and concurrent job demands.
- Communicate effectively and prepare and deliver oral presentations.
- Operate computers and peripheral equipment properly and efficiently.
- Maintain regular attendance.
- Sit for sustained periods of time.
- Travel as required to effectively conduct duties of the position.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree from an accredited college or university in computer science or related field. Master's degree preferred.
- Five years or more experience in an education organization management or supervisory capacity.
- Five years or more experience in software and network engineering.

## **WORKING CONDITIONS**

Indoor and outdoor school settings which can include office and outdoor interactions.

## **PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.