



GLENDORA UNIFIED SCHOOL DISTRICT EMPLOYMENT OPPORTUNITY

Equal Opportunity Employer

#14 18-19 07/23/18

DIRECTOR OF INFORMATION TECHNOLOGY

SALARY RANGE: Currently \$7,827 - \$8,219 - \$8,630 - \$9,062 - \$9,515

Placement may be made up through the third step based on experience according to merit system rules.

WORK YEAR: 12 Months

BEGINNING DATE OF EMPLOYMENT: Upon selection and fingerprint clearance from the California Department of Justice. There is a fee of \$32.00 to process fingerprints with the Department of Justice. Fingerprint clearance does not pertain to current employees of the Glendora Unified School District.

CLOSING DATE OF APPLICATION: August 10, 2018

DEFINITION: Provides vision and leadership for the strategic planning, development, implementation, and support of information and learning technologies for instruction, student services, and administrative and operational systems.

REPRESENTATIVE DUTIES: Develops, maintains, and evaluates policies, procedures, standards, capacity, and infrastructure required to provide flexible and cost-effective information technology services that support quality instruction, efficient administrative processes, and internal and community access; Develops a continuous planning process in information technology that will support teaching and learning, staff, students, and the community. Provides leadership in the refinement and implementation of the District's Information Technology plans; Collaborates with teaching and learning functions to develop technology-based classroom innovations that stimulate and enhance academic outcomes and information sharing and reporting; Provides managerial direction for the full development, implementation, and refinement of all systems including the District's integrated academic and administrative software computing systems; Reviews and approves systems, applications, and security specifications and standards for administrative and academic application networks and software; Conceptualizes, analyzes, designs, and programs highly diverse and complex programs for administrative and academic users. Researches alternative methods, designs, and programming concepts in an effort to keep the District at the forefront of technological advancement; Implements and maintain a high quality, open architecture, service-based information technology infrastructure, and inform the staff of its availability and capabilities; Directs the Information Technology staff in such a way as to optimize service to customers. Establishes standards and reviews staff performance; Consults with staff in a variety of roles and provides support to the district's efforts to promote and use information technology for both instruction and services to staff and students; Develops and recommends the budget for Information Technology services, and coordinates this budget with District, functional, and site-level budgets; Participates in and directs committee processes, projects, and special assignments; Maintains up-to-date knowledge and skills related to the duties and responsibilities; Performs other related duties as assigned that support the objectives of the position.

EMPLOYMENT STANDARDS: **Knowledge of:** The position requires advanced specialized knowledge of computer applications, operating systems, hardware, telecommunications, and network systems. Requires advanced knowledge of complex network infrastructure, systems management, relational database systems and internet services. The position requires advanced, progressive, in-depth knowledge of program development techniques, procedures, tools, and documentation requirements as well as software systems development life cycles. Requires specialized knowledge of complex principles and procedures of computer systems, including analysis, and design. Requires in-depth knowledge of relational database concepts, design techniques, and tools. Requires advanced human relations skills to make formal presentations, influence others, facilitate group processes, conduct training, provide technical consultation, and determine department needs or problems.

Abilities: Requires the ability to plan, design, organize, and integrate the complete range of operating systems used by the District. Requires the ability to direct the development and implementation of short-and-long-term cohesive information technology strategies. Requires the ability to conceptualize and analyze unique, unprecedented, and highly technical problems and to develop and apply appropriate solutions. Requires the ability to translate user requirements into computer programs and systems. Requires the ability to coordinate systems development functions and steps and follow logical progressions for programming systems. Requires the ability to analyze and evaluate the needs of users and develop the most effective program or solution to meet those needs. Requires the ability to direct and design logical and physical database structures and relationships, including those for networked and web-based systems. Requires the ability to sequence steps and oversee conversion to new systems. Requires understanding of, sensitivity to, and commitment to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds. Requires the ability to work cooperatively and productively with internal and external constituencies. Requires the ability to advocate for shared governance, collegiality, staff cohesiveness and the core values of the institution.

Physical Abilities: Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature. Requires the ability to sit for extended periods of time to accomplish data entry and desk work. Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment. Requires normal hearing and speaking skills to communicate with staff in one-on-one and group settings. Visual acuity to read printed materials and computer screens.

EDUCATION AND EXPERIENCE: The position requires a Bachelor's degree in computer science, management information systems, electrical engineering, or related discipline, plus 5 years of experience leading the design and programming of applications, databases, and of operating systems in a rapidly changing setting, preferably in an educational environment, and including two years of functional or large project leadership. A Master's degree is preferred.

SPECIAL REQUIREMENTS: May require a valid driver's license.

Glendora Unified School District

Personnel Services, 500 North Loraine Avenue, Glendora, California 91741 - (626) 963-1611 Website: www.glendora.k12.ca.us
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