

NOVATO UNIFIED SCHOOL DISTRICT

POSITION: DIRECTOR OF INSTRUCTIONAL TECHNOLOGY

CLASSIFICATION: CLASSIFIED OR CERTIFICATED MANAGEMENT

SALARY RANGE: \$106,008 - \$147,600 (CLASSIFIED)
\$116,217 - \$151,087 (CERTIFICATED)
+ Comprehensive Health Benefits Package

WORK YEAR: 12 MONTH EMPLOYEE

DESCRIPTION OF POSITION

Under the direction of the Assistant Superintendent of Business and Operations, the Director of Instructional Technology (IT) provides leadership in developing the information and educational technology services, vision and policy for the District. The Director of IT is responsible for shaping and directing both immediate and long-range strategic information systems requirements, operating core information technology resources and services, and managing the centralized aspects of those resources necessary to support the educational and business mission and priorities of the District. This includes long-term planning and delivery of services in the area of educational technology, information systems, software applications, data center operations, telecommunications, network operations, enterprise systems and comprehensive client support services. Provide strong, collaborative, forward-thinking and responsive leadership in the development, management and maintenance of the District's technology programs and services, and formulation of strategies that address both immediate and future technology needs and services. Provide leadership for the development and maintenance of technology-enabled classrooms.

DUTIES AND RESPONSIBILITIES

- Plan, organize, control, and direct a variety of programs, projects, and activities related to special education.
- Plan, organize, control and direct the District's information and instructional technology program; responding to short and long-term administrative and instructional technology needs
- Provide vision and leadership to assess potential areas of opportunity in which technology can facilitate delivery of District services and programs, enhance operational effectiveness, and accelerate student achievement
- Provide vision and leadership to enhance operational and instructional effectiveness of the District
- Participate in the overall planning and direction of the District functions and services related to educational and information technology; advise the Superintendent's Cabinet regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs, and create an effective environment and understanding of technology for team members
- Provide technical support for users of computer systems district-wide; respond to requests for technological assistance from District, department and site personnel; work with departments and sites to assure optimum acquisition, installation, maintenance, utilization, repair and security of available technology
- Plan and coordinate the set-up of file servers, workstations and network printers and the installation and maintenance of local area and wide area networks, including designing, configuring, managing and troubleshooting the system; maintain the operational integrity of the District's computing networking systems
- Internet connectivity, security, and content filtering

- Analyze, design, test and evaluate network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet, and other data communications systems. Perform network modeling, analysis and planning and web site maintenance. Research and recommend network and data communications hardware and software and work with telecommunications equipment
- Provides consultation, resources and in-service training and support for administrative data and processing services to site and district personnel. Responsible for all LEA state reporting using CALPADS to include project planning, design, development, implementation and evaluation
- Web services and communication tools
- Leads site administrators on supervision and evaluation of site-based technology personnel
- Establishes and maintains effective working relationships with a variety of groups, including teachers, students, administrators, co-workers, vendors, consultants, school staff members, department staff members and others as required

QUALIFICATIONS

- Bachelor's Degree in computer science, information management or related field with Master's preferred or five (5) years or more progressively responsible experience in the area of technology, education, public, or business administration and management or any equivalent combination of training and experience which provides the required combination of knowledge, skills and abilities
- Demonstrates mature judgment, individual initiative, enthusiasm, sense of humor, a willingness to learn and support of decisions made in the best interest of the school system. Appearance is polished and professional.
- Knowledge of role of information and educational technology in an educational agency
- Principles, practices and techniques for the operation of both microcomputer and large-scale, high volume data processing operations providing complex services to users
- Current information technology including ERP, VOIP, voice/data systems, security systems and desktop/mobile hardware and software
- Planning, organization and direction of an information technology department
- Principles of teaching and learning and the relationship to technology
- Internet networking
- Principles of local area network and wide area networks and protocols
- Sound understanding of the forensics process, with the ability to work within a framework of formal methodologies and best practices
- Professional certifications preferred. These include CETPA CTO Mentor, MCSE, etc.
- Aeries student information and Aeries personnel systems
- Preventive maintenance procedures, policies and programs related to technology equipment

ABILITIES

- Plan, organize, control and direct the District's information technology program.
- Plan and direct a large complex operation that involves coordination and integration of multiple interrelated activities.
- Coordinate the selection and utilization of computer hardware, software, services, and related technology for the District's instructional and administrative needs.
- Assure successful computing/networking communications among and between the various instructional units, schools sites and the District Office.
- Develop and maintain the necessary documentation to support the forensic and investigative processes and procedures.
- Ability to maintain confidentiality of information.
- Administer web services.

- Provide leadership in the development of information management systems and educational technology.
- Collaborate with teachers and administrators to improve teaching and learning through the use of technology

EDUCATION AND OTHER REQUIREMENTS

Bachelor's Degree in computer science, information management or related field with Master's preferred and five (5) years or more progressively responsible experience in the area of technology, education, public, or business administration and management or any equivalent combination of training and experience which provides the required combination of knowledge, skills and abilities; appropriate teaching and administrative credentials (if Certificated).

THE DISTRICT

Encompassing 70 square miles, the Novato Unified School District currently maintains eight elementary K-5 schools; one K-8 School; one Charter School; two middle schools, 6-8; two comprehensive high schools, 9-12; a continuation high school, 9-12; a community day school and an Alternative Education Center.

A Board of Trustees, composed of seven members elected at large, governs the District. Enrollment is approximately 7,800 students. In addition to classroom teachers, the certificated staff includes counselors, deans, psychologists, nurses, speech therapists, resource teachers, and special day class teachers.

THE COMMUNITY

Novato is a city of approximately 49,000 residents, located about 24 miles north of San Francisco in Marin County. Our neighborhoods are built on rolling hills near lands once occupied by the Miwok Indians. Suburban in general character, the city has no heavy industry within its borders, but boasts open space and beautiful areas for walking, biking and hiking.

ENVIRONMENT

- ▶ Office environment
- ▶ Constant interruptions

PHYSICAL DEMANDS

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- ▶ Seeing to read, prepare and assure the accuracy of a variety of materials
- ▶ Hearing and speaking to exchange information in person or on the telephone
- ▶ Sitting or standing for extended periods
- ▶ Bending, crouching, kneeling and stooping to reach materials
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants based on actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical conditions, veteran status, gender or sexual orientation, at any district site and/or activity.