

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
CLASS SPECIFICATION**

**DIRECTOR OF INFORMATION SERVICES AND TECHNOLOGY**

**PURPOSE OF POSITION**

Direct, manage, and evaluate the information and technology services of the District in order to obtain maximum educational and administrative benefits from technologies and fulfill the educational mission of the District; and perform related duties as assigned.

**SUPERVISION**

The Director of IS&T receives general direction from the Assistant Superintendent, Educational Services. The Director exercises direct supervision over assigned personnel including Network Specialists, Computer Technicians, Student Database Specialists, Administrative Assistant, and other assigned staff.

**ESSENTIAL FUNCTIONS** - Duties may include, but are not limited to, the following:

Lead organizational change in area of technology and innovation designed to prepare students for college and careers; collaborate to provide training and technical support to staff to maximize effective use of technology for this purpose. *E*

Plan, organize, lead, oversee and evaluate the work activities of assigned personnel; establish and maintain priorities, timelines and expectations with department personnel; provide professional development to IST staff in order to prepare them to respond to changing regulations, technology and practices in the field. *E*

Develop, implement, and evaluate long-range goals for the application of computers and technologies in the District's instructional programs and administrative offices; monitor progress toward goal attainment; participate in the establishment of District priorities. *E*

Interact with administrators, teachers, and classified staff and others, as appropriate; provide technical information and guidance in the selection of standardized technology to support the instructional programs of the District. *E*

Facilitate meetings with other Administrators to resolve complex IST related problems, purchase of equipment, software or uses of web resources; evaluate solutions, purchases, and implementation of technologies against established District objectives, priorities, standards and resources. *E*

Provide leadership and support by recommending actions to optimize the effectiveness and efficiency of all District operations through the use of technology; lead technical discussions to inform and prepare District for student safety and effective systems in the context of the District's educational mission. *E*

Provide leadership and support in database analysis functions; coordinate the submission of District data as required by the State of California and the Federal Government. *E*

Prepare and administer department and technology-related budgets; ensure District compliance with legal requirements for software and subscription licensing. *E*

Attend conferences, subscribe to professional literature or participate in other activities in order to stay current on emerging technologies and collaborate with others to support the educational mission of the District.

## DIRECTOR OF INFORMATION SERVICES AND TECHNOLOGY (continued)

### PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, reading reports, policies, regulations, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate computer hardware and peripheral equipment with dexterity; operate a vehicle to make site visits; and routinely lift/carry equipment and supplies weighing up to 25 pounds. The duties are performed in an office working environment subject to sitting at a desk or conference table for long periods of time, bending to retrieve materials from files and shelves, reaching in all directions, and long periods of time working at a computer.

### QUALIFICATIONS

**Experience/Training:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be work experience, or educational equivalent, in the Information Technology industry with leadership experience; five years increasingly responsible experience planning, implementing, or managing an information and educational technology program, including experience supervising personnel. A Bachelor's degree from an accredited college or university or background in education with an emphasis in educational technology preferred.

**License or Certificate:** Possession of a valid California driver's license.

**Skills, Knowledge, and Abilities:** Knowledge of, or experience in, working with educational institutions in supporting, recommending and accomplishing instructional objectives and student support; project oversight principles, policies, techniques; information systems equipment including computers, laptops, printers, and other related hardware and equipment; computer operating system fundamentals; principles and operations of local and wide area networks, data communication systems and related software; installation, maintenance, and repair of information systems; technology, computer software applications, and web resources relative to instruction, administration, and web design; principles and practices of leadership, management, supervision, and training; budgeting procedures and techniques; and information systems trends and developments.

Ability to plan and implement the installation and use of integrated information technologies in an educational system; stimulate and motivate cooperative team efforts and provide leadership; analyze situations accurately and adopt an effective course of action; train, supervise, and evaluate assigned personnel; conduct effective professional development in information technologies; maintain current knowledge of technological advances in the field; handle confidential information with complete security; communicate effectively, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.