

## UNION SCHOOL DISTRICT

### DIRECTOR of INFORMATION & INSTRUCTIONAL TECHNOLOGY

#### **The Position**

Under the direction of the Associate Superintendent, Learning & Innovation, the Director of Information & Instructional Technology plans, organizes, controls and directs the District's information technology services program in support of future-ready classrooms and student centered learning environments; coordinates the selection and implementation of computing platforms, mobile devices and applications, and related technology for the District's instructional and administrative needs; provides leadership in the development of information management systems, network services, voice and data applications, cloud services, mobile device management and instructional technology; supervises and evaluates the performance of assigned personnel; and performs related work as required.

#### **REPRESENTATIVE DUTIES**

- Leads & coordinates the duties of, but not limited to:
  - Network Engineer
  - Systems Administrator
  - Information Systems Support Specialist I & II
  - CALPADS/SIS Specialist
  - Site Technology Support Specialists
  - Library & Technology Support Specialists;
- Implements the District's information technology plan, policies, procedures, and programs; responds to short and long-term administrative and instructional technology needs; and establishes schedules for operations, projects and support; manages the day to day operations of the technology services network, server and support operations;
- Develops and implements a flexible wired and wireless network that integrates voice, video and data services at the mobile client level and provides a robust environment for technology infused learning;
- Works with departments and school sites to assure optimum acquisition, allocation of equipment, facilities, and project supplies in support of student centered mobile learning;
- Researches and recommends network and data communications hardware and software and works with network and support specialists who deal with supporting a 21<sup>st</sup> Century learning organization;
- Reviews requests for new/additional systems or services, identifying impact on current and planned resources, determining feasibility and costs;
- Directs development of District productivity applications, cloud based services and systems;
- Reviews and analyzes systems and determines appropriate improvements; reviews purchase orders for software, hardware, computers, and supplies for compliance with District standards, prepares configuration and bid specifications for computers and evaluates bid responses;
- Ensures that backup/recovery plans and security standards exist and are followed for all systems;
- Evaluates, learns and implements new technology; trains department and/or school staff in its proper use, providing technical support for District technology users;
- Communicates with administrators, personnel, and outside organizations to coordinate technology efforts, activities, and programs to solve issues and conflicts and exchange information;

- Develops procedures and systems to provide access to school network resources to support teaching and learning;
- Attends and conducts a variety of meetings as assigned. Attendance at evening meetings and travel to meetings and hearings in and out of the District is required of the incumbent. Position is exempt from overtime compensation; and
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Characteristics and capabilities of modern cloud based services, wireless and wired networks, applications and mobile computing environments;
- School district student information systems, CALPADS data reporting and assessment systems;
- Principles of organization and management;
- Principles, practices, and methods used in systems analysis, design, and programming;
- Work scheduling methods;
- Effective communication techniques to creatively connect with current and potential business partners in a positive relationship;
- Business math, cost analysis and budgets;
- General principles of supervision, training, and providing work direction to others;
- Appropriate safety precautions and procedures; and
- Teaching and learning as it relates to abilities, techniques, instructional practices, successful staff development practices and integrated technology training.

### **Ability to:**

- Plan, direct, and administer an integrated hybrid cloud/on-site and wired/wireless network backbone and multiple projects of a complex and technical nature;
- Manage the help desk and support services activities of a multi-site, geographically dispersed organization;
- Analyze problems, develop sound problem-solving models, and arrive at sound solutions to problems;
- Supervise, train, provide work direction to others, and evaluate personnel;
- Keep current on developments and advancements in computer technology, equipment and software;
- Apply new developments and procedures in computer and productivity methodology and technology to solve difficult technical problems in the development of major data processing programs and systems;
- Meet critical deadlines;
- Prepare written reports, policies, regulations, proposals, specifications, schedules, and correspondence;
- Formulate and express ideas on difficult and complex concepts in a clear and effectively presented manner, both orally and in writing;
- Read and understand technical manuals, legal codes, and administrative policies, reports, and directives;
- Formulate and administer a budget;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Accept and carry out responsibility for direction, control, and planning;
- Understand the various components of the technology environment: software, hardware, infrastructure and digital-web interface;

- Lead groups, analyze situations and needs, carry out directives and communicate effectively;
- Possesses exemplary presentation skills; and
- Maintain regular attendance.

## **Qualifications**

### *Required Certification, Education and Experience:*

Bachelor's Degree in computer science, information systems, or related field from an accredited college or university, with Master's desirable; four (4) years or more progressively responsible experience in the area of technology, education, or public, business or management administration, or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities. A valid California driver's license is required.

Preference will be given to candidates with experience supporting large scale (>2000) student mobile device roll-outs with iPads and/or Chromebooks, Google Apps for Education Administration and Active Directory and Cisco administration preferred.

### *Personal Characteristics:*

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

***SALARY & BENEFITS:*** The Director Information & Instructional Technology, is compensated per the Management Salary Schedule. This position works 221 days (Full time). The District provides a competitive benefit package.

### ***WORKING CONDITIONS:***

#### ***ENVIRONMENT:***

Indoor work environment with high noise and distraction levels  
 May work in outdoor environment  
 May work in small spaces such as ceilings for wiring  
 Driving a vehicle to conduct work

#### ***PHYSICAL DEMANDS:***

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;  
 Ability to conduct verbal conversation and or training in English and, possibly, a designated language;  
 Hear normal range verbal conversation (approximately 60 decibels);  
 Sit, stand, stoop, kneel, bend and walk;  
 Sit for sustained periods of time;  
 Climb slopes, stairs, steps and ladders;  
 Lift up to 25 or more pounds;  
 Carry up to 25 or more pounds;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Ability to work in a safe and effective manner in the following: at various elevated heights on ladders, roofs, and in restricted spaces;

Demonstrate manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

**Disaster Service Worker**

*CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.*