SAN BRUNO PARK SCHOOL DISTRICT

DIRECTOR OF TECHNOLOGY SERVICES

DEFINITION

Under the joint supervision of the Associate Superintendent of Business Services and the Assistant Superintendent of Educational Services:

The Director will provide strong collaborative, forward-thinking and responsive leadership in the development, management and maintenance of the District's Technology Department, and formulation of strategies that address both immediate and future technology needs and services. The Director will be responsible for the district's information services function by conceptualizing, planning, and managing long term initiatives and endeavors; directing the development and maintenance of systems, operations and hardware, and providing the training and support of the district's employees in the use of technology. The Director will direct, manage, and evaluate instructional, information and communication services of the District in order to obtain maximum educational and administrative benefits from information and communication technologies.

Exercise direct supervision over assigned personnel.

DUTIES AND RESPONSIBILITIES

This position is responsible for providing the technical and administrative leadership, direction, long-range planning and coordination of the District's acquisition and application technologies for all district needs. The position reports jointly to the Assistant Superintendent of Business Services and the Assistant Superintendent for Educational Services. The Director of Technology and Information Services serves as the District's key manager and overall coordinator for developing and implementing technologies for instructional and business applications and coordinates and obtains resources and support from the community.

Specific duties may include, but are not limited to, the following:

Develop, implement, and evaluate long-range goals for the application of computers and technology in the District's instructional programs and administrative offices; monitor progress toward goal attainment; coordinate the establishment of District priorities, and provide leadership to the District and site-level technology resource personnel in ongoing pursuit of effective and efficient ways to best implement the objectives of the District's technology plan

Provide support in planning and implementing professional development activities involving information and communication technologies; design and implement in-service programs that support the integration of technology in the classroom and office

Incorporate current and emerging technologies in short-range and long-range plans to include curriculum integration, redesign or modification of systems; establish a timeline for continuously upgrading information and communications equipment and software.

Act as Chairperson of the District's Technology Master Plan Committee: lead work to complete needs assessment, organize and conduct meetings, develop and publish minutes, develop and communicate plan.

Management and maintenance of District information technology infrastructure and LAN/WAN connectivity and functions, including file servers and backup systems, email and web services, wireless connectivity, Internet filtering, spam and anti-virus protection, and network security.

Establish and maintain District hardware and software standards, determine life-cycle schedule for hardware, and manage the rotation/replacement of equipment

Supervise management of and upgrades to District software licenses, maintenance and support contracts, and troubleshooting software and hardware problems including identifying appropriate levels of support and repair

Manage the maintenance of the District's communication services, including VOIP telephone, and ISP connectivity, the District voice and email systems, master clock and audio bell system, as well as the community notification system

Establish and implement live streaming of board meetings and archiving to the District's YouTube account

Attend board meetings as necessary

Manage and submit appropriate paperwork for various state and federal data reports, technology grants, and telecommunication discount programs, including e-rate (as appropriate)

Develop and update policies related to the use of technology in the District, including Employee and Student Acceptable Use and Minimum Standards policies

Provide consultation for the District on all new construction projects and retrofitting of existing buildings to accommodate technology needs

Supervise management and maintenance of District databases, and access, security, data entry standards, and reporting capabilities of such systems, including the Student Information System, the employee database, the library databases, and the equipment inventory database.

Establish, implement, and evaluate departmental procedures and policies for effectiveness, making modifications to increase operational efficiency and insure asset control.

Attend appropriate conferences, workshops, and meetings to stay informed of recent research, development, and trends in technology, and participate on District committees as assigned, and represent the District on County and regional consortia and/or task forces

Supervise, train, and evaluate the performance of assigned personnel.

Prepare and deliver presentations at meetings as required

Prepare and administer the department budget.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Experience in the field of computers and technology management;
Computer languages and programming fundamentals;
Principles and operations of local and wide-area networks, data communication systems and related software;
Installation, maintenance, and repair of information systems equipment;
Technology and computer software applications relative to instruction and administration;
Operational characteristics and requirements of personal computer systems and networks and peripheral equipment, IBM-compatible, Apple, Google for Education, and other platforms;
Use of a variety of computer systems and software and their application to district needs;
Principles and practices of leadership, management, supervision, and training;
Budgeting procedures and techniques;
Information systems instructional technology trends and developments;
Principles, practices, and languages used in communication-oriented computer systems.;
Knowledge of instructional practices and procedures in a TK-8 environment;

Ability to:

Communicate effectively, both orally and in writing in a timely manner;
Independently work with others in a wide variety of circumstances;
Analyze data utilizing defined but different processes;
Work with a significant diversity of individuals and/or groups;
Independent problem solving to analyze issues and create action plans;
High level organization skills;
Consult and advise departments regarding problem identification, procedural change, application modification;
Meet deadlines, schedules and target dates;
Frequently work extended or nonstandard hours;
Stimulate and motivate cooperative team efforts and provide leadership;
Analyze situations accurately and adopt an effective course of action;
Establish and maintain effective working relationships with those contacted in the course of work;
Plan and implement the installation and use of integrated information technologies in an educational system;
Train, supervise, and evaluate assigned personnel;
Conduct effective professional development in information technologies;
Maintain current knowledge of technological advances in the field;
Operate computer hardware and peripheral equipment.

EXPERIENCE AND TRAINING

Bachelor's degree (or in progress) from an accredited college or university with major course work in information technology, computer science, computer information systems, or management information systems. Five (5) years of related work experience in information technology, including three (3) years of direct supervisory work experience. Work experience on database management/relational database systems, student information, human resources or administrative systems preferred.

Certificates & licenses:

Valid California Driver's license
Project Management Plan (PMP) Certification preferred
Microsoft certification and/or experience
Apple certification and/or experience
Cisco certification and/or experience
VmWare certification and/or experience
NetApp certification and/or experience
Google Apps for Education certified trainer preferred
Bilingual desired