

JOB DESCRIPTION
Castro Valley Unified School District

DIRECTOR OF TECHNOLOGY

Purpose Statement:

The job of Director of Technology is done for the purpose/s of implementing the district's Information Systems and Technology activities integrating technology into the curriculum and coordinating district business applications; providing recommendations regarding potential software application purchases; complementing classroom instruction with software applications and computer technology; assessing the effectiveness of instruction; providing written support and/or conveying information regarding instructional materials.

Essential Functions

- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations.
- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Designs technical courses for the purpose of training personnel in the use of computer applications.
- Develops long and short range plans/programs for the purpose of ensuring district resources are effectively utilized.
- Investigates grant opportunities for the purpose of developing instructional staff resources.
- Manages the development of the District-wide area and local area networks for the purpose of ensuring the efficient growth and development of productivity computing for teachers, classified/support staff, district administrators and Board members.
- Monitors the allocation of technology bond funds for the purpose of ensuring appropriate resources and technology are available and are effectively utilized in support of District information systems requirements and/or recommending future bond proposals relating to technological advances.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Provides leadership and technical support for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system.
- Researches computer hardware and software applications, vendors, consultants and current technology for the purpose of being knowledgeable on trends, ensuring availability of instructional materials, and recommending applications and purchases.
- Serves as liaison to software/hardware providers for the purpose of conveying and/or receiving information and coordinating district activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: computer and network operations; knowledge of hardware and software applications; and classroom instruction and instructional materials.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: using pertinent software applications, planning and managing projects and preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: working as part of a team; setting priorities; working with constant interruptions; working with detailed information/data; meeting deadlines and schedules; maintaining confidentiality; establishing and maintaining effective working relationships; displaying tact & courtesy; displaying mechanical aptitude; communicating with diverse groups; adapting to changing work priorities and being attentive to detail.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; managing a department; and directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Required Testing

Pre-employment physical exam

Continuing Educ. / Training

None Specified

Certificates & Licenses

Valid CA Driver's License

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Not Evaluated

Approval Date

Salary Grade

Management 139