

# Little Lake City School District

## Director of Technology

### **DEFINITION:**

Under direction of the Assistant Superintendent of Business Services, to plan, recommend, organize, coordinate and direct the technology and information systems of the District; to supervise staff assigned to the Technology Department; to serve as technical advisor to other departments, schools, educators and administrators regarding computer technology and information processing; and to perform other related duties as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinate the development of District policies, standards and plans for the use of the District's technology and information services and activities
- Assure compliance with applicable laws, guidelines, codes, rules and regulations
- Plan, organize and direct the selection, development and implementation of the District information system
- Assure appropriate equipment, materials, personnel, and resources are available to meet District technology needs
- Meet periodically with department and school administrators to ensure satisfaction with services and support
- Supervise the design, maintenance, installation technology projects
- Develop and maintain the District's technology networking infrastructure and information systems and services
- Ensure that District-wide needs are assessed and that available hardware, software, staff and services are utilized efficiently
- Recommend hardware purchases, software acquisition/development and the utilization of contract services
- Direct the acquisition, installation, maintenance and repair of technology equipment
- Direct and participates in the development of specifications for hardware and software systems and direct the evaluation of vendor proposals, negotiate bids and proposals for service and equipment
- Develop and maintain a system for backing up administrative and educational data and develop disaster recovery and business resumption plans and procedures
- Plan, organize and supervise the work of the Technology Department
- Direct the activities of the Help Desk to assure the resolution of problems and ongoing evaluation of customer satisfaction and problem resolution rates
- Assist in the preparation and oversight of the technology department budget
- Prepare agenda materials and staff reports for the Board of Education, Superintendent's Cabinet and committee meetings
- Maintains necessary records
- Analyses and reports on advances in technology as they may apply to the business of the District
- Organize and write proposals to fund technology projects through external funding
- Oversee the E-Rate funding program, including filing of mandatory applications and reports
- Prepare equipment and software capacity plans, upgrade and replacement schedules
- Plan, schedule, coordinate and supervise personnel engaged in network design, installation, and maintenance

- Participate in the development and implementation of District and department technology goals, priorities, standards, and procedures
- Oversee the management of computer installation, repair, maintenance services, technical training, and customer support
- Determine the level and nature of specialized training required to keep staff current with emerging technologies
- Implement trainings as appropriate
- Prepare bid requests, evaluate proposals, and oversee vendor contracts
- Performs related duties as assigned

## **QUALIFICATIONS**

### ***Knowledge of:***

- Various technology information systems and their operating systems
- Theory and practical use of technology in education and administration;
- Theory and practice of management information systems
- Experience with management and support of telecommunications and computer networks
- Understanding of current industry - computer safety and security, experience with network operating systems and network infrastructure equipment; oral and written communication skills
- Network server operating systems
- Work station hardware and software
- Procedures and techniques for ongoing maintenance and support for computer users
- Wide area network technologies including routers, video monitoring, and telephone systems
- Local area network technologies including wiring, hubs, and switches
- Emerging trends in networking as it applies to educational technology

### ***Ability to:***

- Present District technology needs as well as capabilities of state of the art and proven technologies in clear and simple forms to decision-makers
- Develop strategic business plans
- Analyze, recommend and select hardware and software appropriate to the District's information processing requirements and to demonstrate its potential efficacy and cost-effectiveness
- Manage network implementation projects
- Perform advanced professional-level work in management information systems
- Supervise, train, and evaluate technical and support staff
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Coordinate and direct network design, implementation, maintenance, and troubleshooting
- Work with vendors and other third parties to coordinate installation, solve problems, and complete projects
- Communicate with multiple stakeholder groups
- Comply with the District's customer service standards, as outline in Board policy

Desirable: Trained in research and writing skills appropriate for preparation of grant proposals for technology projects.

### **Experience and Training**

Experience in developing, implementing and effectively and efficiently managing a technology plan, including planning, procurement specifications, implementation and maintenance of technology and information systems, local and wide area network systems, system programming, user training, budgeting and management of contract services; a Bachelor's Degree in Computer Science, management information systems or an appropriately related field.

Desirable: Experience managing information systems and technology in an educational environment, including server based and cloud based systems. A Master's degree in one of the above-mentioned fields is highly desirable.

### **License**

Possession of a valid California driver's license and an operable motor vehicle.

### **WORKING CONDITIONS**

#### **Environment**

Office environment utilizing office equipment; moderate noise level.

#### **Physical Abilities**

Regularly required to sit; use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; talk and hear to exchange information; see to organize information on computer screens and in reports. Occasionally required to stand, walk, stoop, crouch, kneel, crawl, lift and or move objects up to 50 pounds.

### **COMPENSATION AND SCHEDULE**

- Placement on the "Supervisory" schedule at Range 012
- 8 hours per day, 12 months employee