Santa Clara Unified School District
Santa Clara, California

Title: Director-Information Systems
Approved: 11/12/98
Revised:

Position Description

General Functions

1. To serve as the head of the Information Systems Department, providing direction and administrative leadership for the organization, planning and implementation of the district-wide computer services.
2. Responsible for the information processing with particular emphasis on the management of information applications.
3. Responsible for the maintenance of the current business financial system (Bi-Tech) and maintaining connectivity between Payroll and Personnel Departments with the County.
4. Provides direction and leadership for the organization, planning and implementation of the district-wide modernization plans for the elementary, middle and secondary schools, as well as Educational Options, as related to the District Bond Measure.
5. Provides for the development and implementation of the LAN and WAN for administrative purposes.
6. Provides for appropriate on-going support to all staff in administration of hardware/software problems.
7. Administers and provides direction for the data processing functions for the Business and Personnel divisions.
8. Provides technical support for the Assessment Director in the implementation of software programs, as related to the Educational Services Division.

Specific Functions

1. Provides hands-on management of District's Intranet and Internet.
2. Coordinates management of District's Information Systems.
3. Provides hands-on management of District's Help Desk.
4. Provides hands-on management in the areas of voice and video technology.
5. Coordinates District's web sites.
6. Coordinates purchasing and maintenance of technology hardware and software.
7. Works with the District's Technology Advisory committee.
8. Supervises the development of a staff training program.
9. Develops and monitors departmental budget.
10. Coordinates the development of the District Technology Plan and assists schools in developing site technology plans.
11. Makes recommendations regarding priorities and organizations, staffing and equipment needs.
12. Manages and attends meetings of user groups, District management and groups external to the District concerning the use of technology.
13. Coordinates with schools and departments to ensure highest level of service.
14. Defines problems and formulates guidelines, policies and procedures for implementing solutions.
15. Performs other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

1. Directly responsible to the Assistant Superintendent of Business Services.
2. Direct supervisor to Data Processing Specialist, WAN/Internet Administrator, Technology Support Desk, PC Technicians and Telephone System Support.
3. Works cooperatively with directors, coordinators, principals, teachers on special assignment and other departments in coordinating the data processing and technology activities of the District.

EDUCATION AND EXPERIENCE:

B.A. in Computer Science or equivalent experience.