COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR, INFORMATION TECHNOLOGY

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, plan, organize, control and direct the Information Technology (I.T.) operations, activities and functions of the District; consult and advise District personnel and users on computer-related issues; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, control and direct the Information Technology (I.T.) operations, activities and functions of the District. *E*

Confer with administrators to provide network, systems and data support. *E*

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Provide technical support and confer with IT staff and users concerning the capabilities and operations of computer systems; install equipment for District staff. *E*

Communicate with users to help solve problems with District applications and procedures in an understandable language. *E*

Participate in design, maintenance and installation of the school site and District student information systems, networks, and associated technologies. *E*

Prepare and maintain records related to passwords, licenses and work orders; maintain records of K12 and E-rate purchases, student information systems updates/updates, testing/assessment system data, SQL environment changes, network infrastructure equipment installation, configuration and retirement. *E*

Enable access for staff and student devices; enable access for network enabled automation devices such as life-safety systems, security alarms and intercoms. *E*

Develop and manage systems and procedures for state reporting compliance (CALPADS); assure access to state electronic assessments (CAASPP). *E*

Meet with sales representatives regarding new hardware, peripheral equipment and software; obtain quotes and make recommendations for purchasing equipment. *E*

Meet with outside contractors and/or consultants to determine or recommend agencies for sub-contract jobs for wiring and consulting services. *E*

Provide technical support and confer with users concerning the capabilities and operations of computer systems. *E*

Make recommendations for site technology needs to include electrical wiring, cabling equipment, furniture, and telecommunications; present proposals for new systems or the enhancement, improvement and/or replacement of existing systems. *E*

Identify and evaluate emerging technologies and provide timely recommendations for system improvements and upgrades; evaluate and implement EdTech software and hardware.

Remain on-call for emergency situations. *E*

Troubleshoot and resolve hardware and software system problems and malfunctions; perform repairs and adjustments; coordinate computer maintenance and repair needs to assure proper and efficient system operation. *E*

Assist in the development, implementation, modification and evaluation of District/school site technology plans. *E*

Develop, organize, and prepare technical documentation, operating policies and procedures, and management related reports for the District and sites.

Develop and implement standards for hardware and software purchases and installations. *E*

Maintain network documentation and disaster prevention/recovery plans. *E*

Order equipment and supplies as needed; order paper and forms for computer usage. *E*

Prepare the preliminary operating budget for the Information Technology department; control and authorize expenditures in accordance with established limitations. *E*

Assist in the resolution of application and system software problems impacting production systems and networks, as required. *E*

Present proposals for new systems or the enhancement, improvement and/or replacement of existing systems. *E*

Apply for and understand government grants and the appropriate corresponding regulations and guidelines. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Operate a variety of office and IT equipment; operate a computer and assigned software.
Attend a variety of meetings to maintain current knowledge of technical advances in the field; conduct and facilitate meetings. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Knowledge of programming languages used by the District.
Strong technical understanding of computers, networks, common software such as system management packages, productivity products, relational databases, financial systems and communication programs.
Project control and management techniques.
Local Area Networks/Wide Area Network Technologies.
Policies, procedures, rules and regulations of a District's I.T. department.
Sate K12 attendance apportionment.
CALPADS state reporting rules and regulations.
CAASPP assessment system.
Applicable State and Federal laws, codes, regulations, policies and procedures such as FERPA, HIPAA, CIPA, data breaches and student privacy.
Microcomputer operations, applications, repair, installation and software.
Principles, methods and problems of operating an electronic data processing computer and peripheral equipment.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Network and computing hardware and software architectures.
Cloud based productivity suites, similar to G-Suite for Education and/or Microsoft Office 356
Technology based policies and standards for network/domain environments.
Data security for workstations, servers, and networks.
Systems Administration and Student Information database.
CISCO Systems/Switches & Routers, Voice-over-IP technology.
Principles and techniques of systems and programming work including analysis and design.
Operation of a variety of office and IT equipment including a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct the Information Technology (I.T.) operations, activities and functions of the District Consult and advise District personnel on computer-related issues.
Effectively and efficiently analyze, evaluate, modify and adapt system software enhancements.
Analyze user informational needs and problems, and design clear and logical systems in meeting specific requirements.
Troubleshoot and resolve hardware and software problems and malfunctions.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Effectively blend hardware, software and business practices from a diverse set of stakeholders.
Prepare narrative and statistical reports.
Prepare directions/manuals, reports and presentation for all levels of the District.
Maintain a knowledge and understanding of industry standards relating to technology.
Develop and execute a business continuity (disaster recovery) plan.
Anticipate and resolve issues related to resource use and other technical areas.

Be involved in developing and implementing training programs for PC/LAN applications.
Communicate effectively with end users both orally and in writing.
Operate a variety of office and IT equipment including a computer and assigned software.
Meet schedules and time lines.
Work independently.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in Computer Science, Management Information Systems, or related field.

Experience: Seven years of experience in a service based Information Technology department including at least three years in recent IT management capacity. Experience in support of client server based systems. CCNA (Cisco Certified Network Associate), CCNP (Cisco Certified Network Professional); or experience/knowledge commensurate of CCNA & CCNP Certificate.

LICENSES AND OTHER REQUIREMENTS:

CETPA Chief Technology Officer certification and/or ITIL level I or II certification preferred.
Valid CA Driver's License

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and office environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information and make presentations.
Seeing to view computer monitors.
Sitting for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and mouse.
Lifting, pushing, pulling and carrying moderately heavy objects or equipment.
Bending at the waist, kneeling or crouching to install/repair equipment.
Reaching overhead, above the shoulders and horizontally.

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