

### **The Position**

Under the direction of the Assistant Superintendent of Business Services, the successful candidate will perform a variety of professional administrative duties related to the management, direction, evaluation, development and implementation of all information technology systems and procedures. The successful candidate will be responsible for planning, organizing, controlling and directing the activities and operations of the Information Systems Department.

### **The District and Community**

The Culver City Unified School District offers a high-quality, comprehensive K-12 education program for approximately 6,700 students. A stable and diverse student population gives the District a rich international flavor. The community is involved, supportive, and proud of its schools and expects educational excellence.

The District is comprised of five (K-5) elementary schools, one middle school (6-8), one high school (9-12), and one continuation high school. The District also has Adult Education and Child Development Programs, as well as numerous other programs designed to meet individual student needs.

The District has over 800 full and part-time certificated and classified staff.

### **A Sense of Community**

Currently, Culver City is the home of Sony Pictures Entertainment, which is the city's top employer. While being the Heart of Screenland, Culver City residents and businesses have developed a special relationship with CCUSD schools that provide CCUSD students with hands-on learning opportunities. In addition, the Culver City Education Foundation has generated thousands of dollars in donations to improve the classroom learning environment for Culver City students.

### **Award Winning Schools**

The District is home to several California Distinguished Schools, three California Gold Ribbon Schools and two Title I Academic Achievement Award winners. Students throughout the District

score well on national scholastic exams. The District employs over 300 teachers, many who have advanced degrees. They are dedicated to effective and innovative teaching that produces real results.

### **Major Duties and Responsibilities of the Position**

- Plan, organize, control and direct the activities and operations of the Information Systems Department; evaluate, develop, modify and implement information systems standards and procedures; establish procedures for the maintenance of the District's database integrity.
- Develop, implement and monitor goals, priorities, procedures, schedules and standards related to internal information systems operations; assure compliance with established goals, priorities, procedures, schedules and standards.
- Analyze existing systems and operations and assess and advise on personnel, hardware, software and alternative methods of meeting District information requirements; review proposed hardware and software projects and revisions to existing platforms.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Oversee the development and control of District's databases; develop and implement District-wide database standards.
- Design and support wide and local area networks; troubleshoot network problems; install networks; maintain District servers.
- Manage computer system activity including security, problem analysis, troubleshooting system hardware and software components, crisis recovery, hardware and software updates, and tuning of computer system for efficient operation and support for District students and staff.
- Develop and prepare the annual preliminary budget for Information Systems; analyze and

review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare cost estimates on data processing activities and project control as directed.

- Perform systems analysis, system design and database management work; participate in the testing and de-bugging activities of District programs; perform related systems activities including configuring new computers, installing systems and repairing systems as needed.
- Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Communicate with other administrators, vendors, consultants, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Maintain current knowledge and evaluate emerging technology and related trends in the industry; make recommendations regarding various hardware, software and supplies; serve as liaison with vendor representatives and assure maximum efficiency from service providers, equipment and software.
- Manage the District's E-Rate program participation, web site systems and telecommunications systems.

### **Minimum Qualifications**

Bachelor's degree in information systems, computer science, data processing, business administration or related field from a recognized college or university and/or five years increasingly responsible data processing and information systems analysis work including two years in computer networking and troubleshooting, and database management and maintenance, and one year in a supervisory capacity.

Valid California Class C driver's license.

### Application Procedure

All applications will be kept strictly confidential. Each applicant is requested to follow the procedures below. Those applicants wishing additional information about the position should contact the Culver City Unified School District, Office of Human Resources at (310) 842-4220 Ext. 4356, or e-mail questions to [elisagonzalez@ccusd.org](mailto:elisagonzalez@ccusd.org). All applicants must submit the following items no later than **4:00 p.m., Friday, November 3, 2017**, to be considered.

### Applications are accepted through [www.edjoin.org](http://www.edjoin.org)

- A completed classified management application.
- A letter of application indicating: (a) reason for interest in the position; and (b) a description of qualifications, training and experience relating to the unique needs of this position.
- A current résumé.
- A minimum of three current letters of recommendation.
- Copy of college/university transcripts. (If you are selected for employment, you must provide original sealed transcripts.)

Correspondence should be addressed to:

Culver City Unified School District  
Mrs. Leslie J. Lockhart,  
Interim Superintendent  
4034 Irving Place  
Culver City, CA 90232-2810

**Please DO NOT mail hard copies to our office; our application process is paperless.** It is the applicant's responsibility to include all items online through EDJOIN before the deadline date. Only complete applications will be reviewed for possible consideration. For questions regarding the online application procedure, please review the EDJOIN application instructions at [www.ccusd.org](http://www.ccusd.org) under Employment or call the EDJOIN help desk at (888) 900-8945.

### Selection Process

The qualifications of each applicant will be evaluated in a multi-step process using specific criteria. The adopted criteria will be utilized during the application screening, interviewing and final decision making process. After the application screening process is completed, the Assistant Superintendent of Business Services will determine those candidates to be interviewed. Interviews will be conducted on Thursday, November 9, 2017, and finalists may be invited to return for an additional interview with the Assistant Superintendent and Interim Superintendent. The successful candidate will assume his/her position soon thereafter as is mutually agreeable.

### Salary and Contract Terms

The Culver City Unified School District is offering a salary ranging from \$110,547.48 to \$129,284.34. Salary placement is dependent upon the qualifications and experience of the successful candidate. In addition to the base salary, the District pays \$2000 for a doctorate degree, a mileage stipend, and offers a comprehensive benefits package to employees and their families, including medical, dental, vision and life insurance.

**This job announcement is not representative of the complete job description.**

#### Board of Education

Ms. Katherine Paspalis, President  
Ms. Anne Allaire-Burke, Vice President  
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#### Administration

Mrs. Leslie J. Lockhart, Interim Superintendent of Schools  
Mrs. Tracy Pumilia, Asst. Superintendent, Ed. Services  
Mr. Robert Quinn, Asst. Superintendent, Business Services

The District supports and adheres to a policy of nondiscrimination on the basis of race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical disability, medical condition, veteran status, genetic information, gender, gender identity, gender expression, sex, sexual orientation, or the perception of one or more of such characteristics.

An Affirmative Action/Equal Opportunity Employer

## Director of Information Technology

**Filing Deadline: 4:00 p.m. on  
Friday, November 3, 2017**

