



TITLE: Director Technology Services
DEPARTMENT: Technology Services

CLASSIFICATION: Certificated/Classified Management

BASIC FUNCTION AND RESPONSIBILITY:

Under the direction of the Superintendent or designee, the Director of Technology Services is responsible for creating and maintaining the vision, leadership and budgets for the Technology Services Department to create an environment in which advanced technology supports all aspects of District business and educational endeavors.

The Director of Technology Services provides leadership in the planning and organization of District technology services and activities; coordinates, develops, installs and maintains hardware, software, and information and communication systems throughout the District; serves as a technical resource and coordinates technical support for District personnel; instructs, supervises and evaluates the performance of assigned personnel.

ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to:

- Supervise staff, including setting and measuring of goals/objects, managing workload, mentoring, performance evaluation, and corrective action as necessary
- Provide technical and project leadership for the District's technology infrastructure efforts, including current initiatives to introduce and effectively utilize data warehouse solutions
- Oversee the diagnosis, repair and testing of technology services equipment and software for the purpose of maintaining integrity and reliability of district technology services
- Work collaboratively, both inside and outside the department, to ensure information technology industry best practices are adopted and used
- Manage network and server utilization, as well as web services, including policies, systems, and procedures, security and administration
- Promote effective use of evolving District network capabilities and tools
- Participate in the development of the District's multi-year technology plan

- Ensure that staff receives appropriate professional development resulting in increased skills and ability to perform required services
- Establish timelines for the upgrading of administrative information and communications equipment and software
- Perform economic and technical feasibility studies for new hardware and/or software; develop equipment specifications for administrative computer applications
- Maintain the District website, email systems and user accounts
- Monitor and evaluate the scheduling of computer installations, maintenance, and repairs of administrative computers and related equipment
- Develop and administer the Technology Services budget, including forecasting of future needs in staffing, equipment, materials, and supplies
- Develop and maintain effective communication and working relationships with administrative departments and schools
- Perform other duties as assigned

ADDITIONAL JOB FUNCTIONS:

Work in cooperation with the Director of Curriculum, Instruction & Assessment to provide support for the instructional programs, curriculum and assessment requirements for school sites

EMPLOYMENT STANDARDS:

Essential Job Requirements - Qualifications

Bachelor's degree from an accredited college or university in computer science or a closely related field.
Master's degree is considered a plus.

A minimum of 5 years is required in the following areas:

Relevant experience (may be classroom)

Network management experience in a K-12 educational institution or a commercial organization with a variety of wireless, twisted pair and fiber network technologies

Windows 2003 and 2008 Server troubleshooting, implementations, and maintenance

Working with Active Directory in a domain management role

Possession of industry-standard certifications (e.g. MCSE, CCIE, CCNP)

Progressively more responsible experience managing individuals and teams of both technical/engineering and educationally-focused people

REQUIRES ABILITY TO:

- Understand and support district policies, procedures and law
- Make home visits to parents/guardians
- Plan and prioritize work in order to meet schedules and timelines
- Understand and carry out oral and written directions
- Communicate effectively in oral and written form, utilizing a clear communication mode in ensuring understandable and thorough communication
- Work with increasingly complicated situations in a variety of settings, often requiring tact, diplomacy, patience, courtesy and persuasion to achieve results
- Establish and maintain effective work relationships with those contacted in the performance of required duties

LICENSES AND OTHER REQUIREMENTS:

- Administrative Services Credential
- Valid California driver's license and personal vehicle

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, and to identify and distinguish objects
- Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 5 feet
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups
- Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires occasional or frequent standing, walking, sitting, or reaching for extended periods of time
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites
- Employees in this classification work in a standard office environment with occasional movement outdoors between buildings