

SELMA UNIFIED SCHOOL DISTRICT

DIRECTOR OF TECHNOLOGY

DESCRIPTION OF POSITION

Under the limited supervision of the Assistant Superintendent, Business/Support Services the Director of Technology provides vision and leadership for developing, implementing, and managing technology initiatives. The Director of Technology partners with all departments and employee groups to continually support 21st century learning environments that promote continual student achievement and working environments that promote innovation and efficiency.

MAJOR DUTIES AND RESPONSIBILITIES (E = Essential; M = Marginal)

- E 1. Develops and implements a strategic vision for the use of technology in the district in both academic and infrastructural systems.
- E 2. Serves as co-facilitator of the District Technology Committee, in collaboration and conjunction with the Director of Instructional Services/Curriculum and the Coordinator of Library Media Services.
- E 3. Reviews/revises the District Technology Plan annually by working interdepartmentally with all educational services, personnel, and business services departments; includes an analysis of progress towards stated outcomes, an update of goals and strategic activities, and recommendations for revisions with assignment of priorities and an implementation plan.
- E 4. Directs the continuous delivery and operation of integrated student and administrative information and communication systems.
- E 5. Maintains an enterprise-wide information system disaster recovery plan to ensure timely and effective restoration of technology services in the event of a disaster.
- E 6. Working in conjunction with various departments, coordinates all projects related to the selection, acquisition, development, and installation of major information systems for the district.
- E 7. Monitors and evaluates network systems to ensure proper operation; assesses network performance and identifies problems, issues, and/or concerns; installs, configures, and updates network, monitoring tools, and servers; tests, evaluates, and maintains network system security, servers, student information system, library management system, and on-line learning.
- E 8. Directs the installation and configuration of technology systems and tools (i.e. hardware, software, systems, wiring, specialized applications, routers, switches, hubs, servers, etc.) for the purpose of ensuring the safe, timely, and efficient installation of technology equipment and services.
- E 9. Maintains, or directs the maintenance of, and diagnoses problems related to technology equipment, Local Area Network (LAN) and Wide Area Network (WAN) using network management tools.
- E 10. Installs network (client and server) software on a variety of platforms (i.e. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining LAN/WAN and telecommunications systems.
- E 11. Plans, organizes, directs, and coordinates the daily operations and projects related to the technology department.
- E 12. Supports the implementation of operational and educational technology initiatives (i.e. new systems, educational programs, hardware, software, etc.) for the purpose of assisting with delivery and implementation of initiatives, providing support and

assistance to others, providing oversight of projects and/or training, and providing information to others to ensure successful implementation.

- E 13. Ensures that all educators have access to the tools necessary for 21st century learning; focuses on ensuring that network and other technology resources are used safely and responsibly rather than limiting access.
- E 14. Manages the daily activities and work flows for technology department staff members.
- E 15. Participates in the hiring of staff members, and makes staffing recommendations for the technology department, as needed.
- E 16. Supervises, trains, and evaluates classified staff members in the technology department.
- E 17. Provides opportunities for cross-training and professional development within the technology department.
- E 18. Facilitates regularly scheduled meetings for the technology department staff.
- E 19. Engages in continual professional growth through a variety of means.
- E 20. Communicates technology-related issues and activities in a timely manner to all stakeholders.
- E 21. Develops, implements, reviews, and revises policies and governance processes to ensure the protection of technology assets and the integrity, security, and privacy of information entrusted to, or maintained by, the district's information systems.
- E 22. Develops, implements, reviews, and revises policies and governance processes to ensure the effective use of resources to meet evolving district needs.
- E 23. Establishes and maintains an inventory of technology devices used throughout the district.
- E 24. Monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that expenses are within budget limits and fiscal practices are followed.
- E 25. Develops and manages external partnerships and resources; maintains relationships with vendors.
- E 26. Recommends and supervises technology-related, contracted work with the District.
- E 27. Responsible for security firewall, enterprise Layer 2 switches, site networks, Ethernet, and an integrated systemwide enterprise-class wireless infrastructure.
- E 28. Performs other related duties as assigned.

POSITION REQUIREMENTS

Knowledge of:

1. Developing, designing, recommending, implementing, and assessing strategic plans and policies.
2. Infrastructure and performance standards for all aspects of the informational technology systems.
3. Principles of software design, production, documentation, and maintenance.
4. Principles, methods, and procedures of operating computers, networks, and peripheral equipment.
5. Data communications in a client/server environment.
6. Database structures, on-line applications, and capabilities of District computer systems.
7. Networking with the OSI model, wireless access points, routers, switches, and firewall configuration.
8. Computer hardware systems and software applications utilized by the District.
9. Industry standards and governmental mandates and opportunities.
10. Current technological developments/trends in network systems, media, device technology, and instructional media.

11. Current and developing information services requirements of schools and district departments.
 12. Research on best practices for use of technology to increase student achievement and staff productivity.
 13. Principles and practices of project management, administration, and evaluation.
- Ability to:
14. Analyze strategic direction of the District Technology Plan; provide solutions and future directions in support of the plan and district goals and objectives.
 15. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 16. Coordinate and direct the planning, design, set-up, development, and modification of computer and network systems including LANs and WANs.
 17. Ensure proper installation of software, development of databases, and maintenance of system servers.
 18. Work collaboratively with all District staff.
 19. Establish and maintain effective working relationships among diverse groups of individuals.
 20. Train, supervise, and evaluate technology staff members.
 21. Demonstrate effective written and oral communication skills, including content communication, conciseness, grammar, and usage.
 22. Assess the knowledge level of intended audiences, and appropriately modify oral and written communication to make information comprehensible.
 23. Work independently with frequent interruptions; complete work accurately and efficiently.
 24. Receive and give directions that support District goals and objectives.
 25. Understand school and district organization, policies, and culture.
 26. Understand the change process and effective approaches to facilitating change.

WORKING CONDITIONS

1. Continuous exposure to potential hazards, including high places, electrical shock, moving parts, loud noises, heated elements, and intense vibrations.
2. Continuous hand-eye coordination, use of hands and fingers and manipulation of large and small objects.
3. Prolonged use of computer.
4. Frequent driving.
5. Frequent walking, standing, bending, twisting, reaching, and stretching.
6. Frequent pushing, pulling, and dragging.
7. Frequent climbing on support apparatus.
8. Frequent lifting of objects weighing less than fifty (50) pounds.
9. Occasional prolonged and irregular hours, working on-call and after hours.
10. Occasional lifting of objects weighing in excess of fifty (50) pounds.
11. Occasional exposure to varying weather conditions.
12. Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at close proximity (up to five feet).
13. Capable of articulating verbal and written communications.

QUALIFICATIONS

Education/Experience:

1. Bachelor of Arts/Science in Management of Information Systems, Information Technology, Computer Science, Systems Management, Technology Management, or an equivalent discipline, preferred.
 - a. Work experience in a technology-related industry may be substituted for a college degree: 2 years of work experience = 1 year of college
2. Minimum of five (5) years of increasingly responsible experience in the development, installation, and maintenance of technology systems, required.
3. Three (3) years of supervisory experience, required.

Licenses/Certificates:

1. Valid Class III California driver's license with an acceptable driving record.
2. CompTIA A+ Certification, preferred*
3. CompTIA Network + Certification, preferred*
*Higher industry certifications may be exchanged for CompTIA certifications
4. Additional industry-related certifications, preferred

Board Approved: March 23, 1999

Revised Date: Board Approved: October 10, 2000

Revised Date: Board Approved: January 17, 2006

Revised Date: Board Approved: February 14, 2017