

**LOS GATOS UNION SCHOOL DISTRICT  
JOB DESCRIPTION – DIRECTOR OF TECHNOLOGY, ASSESSMENT AND ACCOUNTABILITY**

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**TITLE: Director of Technology, Assessment, and Accountability**

**REPORTS TO AND EVALUATED BY: Assistant Superintendent and Superintendent**

**SALARY: Management Salary Schedule**

**DEPARTMENT: Educational Services, Technology, Assessment and Accountability**

**CLASSIFICATION: Classified or Certificated Management      WORK YEAR: 260/221 DAYS**

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**BASIC FUNCTIONS:**

Under the direction and supervision of the Assistant Superintendent of Educational Services/HR and Superintendent, this position provides leadership in identifying, assessing, and managing technology needs for the school system. Directs, coordinates, supervises, facilitates, or performs all tasks and elements needed to effect the comprehensive integration of appropriate technology in every facet of the educational and informational organization. Provides management and leadership of the District's Technology, Assessment and Accountability program. Supports instruction, teacher productivity and assist principals in the effective use of student performance data to guide instruction. Contributes to the infusion of education technology into classrooms, school sites, and district offices by providing highly motivating, professional leadership and professional development in all areas of technology planning and technology resource management.

**ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:**

1. Provides day-to-day management, maintenance, and long range planning for the District's technology infrastructure, data systems, hardware, and software including, student information systems.
2. Establishes and maintains current and accurate inventory of equipment, software, and licenses.
3. Establishes and maintains procedures to ensure adherence to the District systems for inventory control of assets, security and protection of data.
4. Manages and provides technology support and training for District clients to optimize efficiency and accuracy in business and instructional applications and functions.
5. Develops the long range Educational Technology Plan based on staff input, district needs, and research of applicable solutions for the acquisition of software and hardware.

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6. Develops and implements an annual technology support plan as part of the long range sustainability plan.
7. Maintains the district technology and electronic communications program and provides services within budget.
8. Manages services and technology support for the District’s telephone system (Voice Over IP).
9. Adheres to Board policies and regulations and maintains a thorough working knowledge of the District procedures.
10. Responds accurately and diplomatically to inquiries and requests from District staff, other agencies, and members of the public consistent with District policies and department practices.
11. Prepares reports, provides statistical data, and maintains pertinent files related to the District’s data bases, hardware and software; checks documents and transactions to ensure compliance with legal and inventory requirements; assists in the preparation of annual reports for the District, county, and state such as CALPADS.
12. In collaboration with site and District administrators, implements staff training in the use of technology and software for effective utilization of the District’s Technology systems and integration of technology.
13. In collaboration with the Director of Curriculum and Instruction, coordinates the District’s testing and assessment programs and provides analysis and interpretation of assessment results, to assist staff in applying program enhancements and instructional strategies for continuous improvement and achievement of District goals using all available data and assessment and accountability programs currently available to the District.
14. Organizes student performance data and coordinates with principals and the Director of Curriculum and Instruction to assist schools and departments in curricular planning and benchmark assessments to aid in long-term professional development planning.
15. Support and troubleshoot educational software programs to include, but not be limited to Powerschool, CELDT/ELPAC, Smarter Balance (CAASPP).
16. Communicates technical information to non-technical audiences, meets deadlines and schedules, sets priorities, and develops effective working relationships with staff and school administrators.

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17. Works with Principals and Director of Curriculum and Instruction to create, implement, and refine standards-based report cards using Powerschool Student Information System and Powerteacher Pro.
18. Provides leadership and support to District Committees as assigned.
19. Conducts cost analysis studies, develops purchase plans, and seeks competitive pricing to secure the most cost effective hardware and technology solutions to support District programs.
20. Provides technical and editorial assistance in the design of the District and school websites; assists in building internal capacity through training staff and volunteers in the design and maintenance of a website.
21. Operates a variety of software programs and equipment necessary for this position.
22. Performs other related duties as assigned.

**QUALIFICATIONS AND EXPERIENCE:**

1. Minimum of two years administrative experience with extensive district office or county office experience in the area of technology preferred.
2. California teaching and administrative credentials preferred.
3. Bachelor degree required. Master degree is preferred but not required

**KNOWLEDGE AND ABILITIES:**

***Knowledge of:***

1. General functions of technology and operating systems, applications and/or design capabilities of hardware and software, and instructional technology as it applies to the K-8 content areas.
2. Curriculum, instruction, and assessment practices, as well as state adopted standards.
3. Best practices and trends to strengthen his/her ability to lead, provide professional learning grounded in recent educational/technology research and literature.
4. Applicable laws, codes, regulations, policies and procedures in alignment with the Local Control Accountability Plan.
5. District organization, operations, policies and objectives.

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***Ability to:***

1. Facilitate, collaborate with a team of highly qualified educators.
2. Ability to organize data and prepare worksheets, spreadsheets, and reports.
3. Prepare and analyze comprehensive narrative and statistical reports.
4. Supervise and evaluate the performance of assigned staff.
5. Meet schedules and timelines.
6. Communicate effectively both orally and in writing.

**WORKING CONDITIONS:**

***Environment:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position classification involves sitting with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects approximately 40 pounds or less. The position requires mobility to climb, kneel stoop, crawl, reach and bend, and accurate perceiving of sound; near and far vision with the ability to read small print; depth dexterity; and the providing of oral information and direction. The position is primarily located in an office environment with frequent school site visits. The employee will frequently work independently with high work volume and tight deadlines. The incumbent may be asked to attend periodic evening meetings and/or travel within and out of the district boundaries to attend meetings.

**LICENSES/CREDENTIALS:**

- Possess and maintain a valid California driver's license and insurance

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*