

Rincon Valley Union School District  
Job Description

Job Title: Director of Education and Information Technology  
Department: Technology  
Reports to: Deputy Superintendent, Business and Assistant Superintendent,  
Curriculum and Instruction

**Summary:**

Under the direction of the Deputy Superintendent Business and in consultation with the Assistant Superintendent Curriculum and Instruction, the Director of Education and Information Technology plans, organizes and directs the district's technological services, digital learning program and data management and analysis. Serves as a technical resource and coordinates technical support for district personnel; Participates and advises amendments to the districts educational technology plan; Designs and implements district professional development for Education Technology; Coordinates, develops, installs and maintains a variety of software, hardware, and information systems and applications for academic and administrative activities; Trains and supervises the performance of assigned personnel including the creation of training programs and tutorials for staff; Manages district data systems, including the district's student information system and student assessment platform; Designs and implements data automation systems and strategic data analysis of various metrics relating to the district; Manages data management and analysis systems and reports for use in the development of the Local Control Accountability Plan (LCAP) and in instructional program design, and related needs.

**Essential Duties and Responsibilities:**

**Education Technology:**

- In coordination with Curriculum Department, develops plan integration of educational technology into the classroom
- Provides data analysis of student outcomes to support curricular and district goals for students.
- Creates and delivers training sessions on educational technology to teaching staff
- Works with the curriculum department, principals, and staff to further develop educational technological capabilities to coincide with the current curriculum and implementation of State standards.
- Manages the integration of digital learning into the curriculum by leading staff development sessions.

**Information Technology:**

- Plans, implements and directs the district's technology services and activities; develops and maintains district technological systems and equipment; within assigned fiscal resources, assures information technology are deployed and available to meet the needs of the district.
- Coordinates, develops and maintains a variety of software and information systems and develops procedures and policies regarding these systems; develops and maintains the Local Area Network (LAN) and Wide Area Network (WAN) for the

district. Including managing network monitoring software, programming of switches and routers and managing network service servers.

- Acts as a technological resource and coordinates technological support for all district personnel including: responding to inquiries and support requests from staff; providing technology support, training and reference materials to all district staff; coordinating communication between the district and State and Local government agencies, outside consultants, and vendors in regards to technology and educational technology.
- Makes recommendations to Senior Cabinet in regards to equipment purchases and upgrades necessary to ensure effective implementation of district's education technology goals and maintaining network reliability.
- Generates statistical and narrative reports in regards to current equipment allocation, network resource usage and educational technology trends and makes recommendations based on these reports.
- Plans, organizes and implements long and short-term technology plans and activities designed to enhance assigned programs and services.
- Develops and prepares the annual preliminary budget for the Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- Provides expertise and training on digital security practices and maintains district digital security policy and guidelines.
- Oversees district electronic programs and efforts, such as electronic locking and camera systems, to ensure safety and security of its facilities.
- Provides automation of database and reporting systems through the use of programming and database tools such as python, javascript, SQL, spreadsheets etc.

#### Student Information Management:

- In coordination with the Curriculum Department, manages the student information system, including the student information system, student data system (assessment system) and any other relevant student databases including those that interact with State databases.
- Oversees the operation of web-based benchmarks and trains staff and teachers on any changes to the platform and its function.
- Designs and runs various reports analyzing the results of student outcomes using data in local and state databases.

#### Other:

- Supports district goals and departments by designing data collection and analysis tools to inform development of the strategic goals of the district.
- Attends district meetings as needed to provide alignment with student educational goals and the district educational technology plan.
- Performs related duties as assigned

#### **Knowledge, Skills and Abilities:**

##### Knowledge of:

- Planning, organization and direction of technology services and activities.

- Installation and maintenance of LAN, WAN and telephone systems.
- Network components including bridges, routers, hubs, and cabling.
- Technical aspects of computer training and support.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of a computer and assigned software, including but not limited to Mac OSX and iOS, Windows standard and server editions, and video editing software.
- Programming languages for data automation such as SQL, R, Python, Javascript etc.

**Ability to:**

- Plan, organize, control and direct district technology services and activities.
- Coordinate, develop, install and maintain a variety of software and information systems and applications for various departments.
- Supervise the performance of assigned personnel.
- Serve as a technical resource and coordinate technical support for district personnel.
- 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.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Maintain consistent, punctual and regular attendance.

**Education and Experience Required:**

- Any combination equivalent to: bachelor's degree with computer-related coursework.
- Minimum three years training or experience in the IT field.
- The following certification(s) are highly desirable:
  - Certified Network Associate (CCNA).
  - Microsoft Certified Solutions Expert (MCSE).
  - Technology Association A+ Certification.
- Multi-subject or Science/Math/related Career Technology Single Subject California Teaching credential is highly desirable (Assignment on a salary schedule is dependent on whether or not the employee is certificated).

**Physical Requirements:**

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. The district encourages persons with disabilities who are interested in employment in this class and

need reasonable accommodation of those disabilities to contact the Human Resources department.

While performing the duties of this job, the employee may lift and/or carry equipment and supplies weighing up to 30 pounds on a routine basis and occasionally lift/carry equipment and supplies weighing up to 75 pounds. Bend, crouch, kneel, crawl, twist, and stoop in confined spaces while installing computer equipment and cables. Push/pull equipment and cables, reaching in all directions. Sit at a desk for extended periods of time.

**Compensation:**

The individual in this position shall be assigned to the step on the appropriate salary schedule that meets their years of experience in a like or similar position. The salary schedule options are the Classified Management Director Salary Schedule for non-certificated employees or the Certificated Director Salary Schedule for certificated employees.