

DIRECTOR OF EDUCATIONAL TECHNOLOGY AND INFORMATION SERVICES

Purpose Statement

The job of Director of Educational Technology and Information Services was established for the purpose/s of implementing the district's educational technology plan; integrating technology into the curriculum and teaching practices; providing recommendations regarding potential software application purchases; monitoring the effectiveness of technology and providing technology training.

This job reports to the Assistant Superintendent.

Essential Functions

- *Under general supervision, works independently with timelines while performing the tasks associated with directing, managing and performing a variety of technical duties, including the development and maintenance of the District-wide area, local area, and wide area networks; managing web performance and security; overseeing the assessment of malfunctions of hardware and software applications; maintaining, developing, implementing and monitoring the overall objectives for content and design of the district web site; and providing support and training to the District office, departments and school sites for the purpose of designing, developing, installing, and maintaining an efficient, unified and fully integrated technology, data communication, and students information system; ensuring efficient use of technology by teachers, classified/support staff, district administrators; and determining appropriate actions to maintain computer and network operations.*
- *Assists in the preparation of technical specifications for relevant software and hardware systems; development of a budget for the department (e.g. desktop computers, servers, networking equipment, general software, licensing, service contracts); coordinates the monitoring, submission and allocation of educational technology funds, including e-Rate funding, for the purposes of ensuring compliance and receipt of funding in accordance with government programs; providing services to meet the needs of the District; ensuring appropriate resources and technology are available and are effectively utilized in support of District educational technology plan requirements, and for recommending proposals relating to acquiring necessary computer hardware to assist in the effective functioning integration of educational technology into the curriculum and in response to future technological advances.*
- *Participates in a variety of meetings as required (e.g. workshops, district committees, seminars, conferences, etc.); researches, prepares, and presents reference information on a wide variety of topics required to manage assignments and related to overviews of current relevant programs, services, plans, policies, practices and procedures, financial information (budgets, funding requests), administrative materials, and data analysis and reports in written, electronic and spoken formats for the purpose of ensuring compliance with relevant requirements; conveying, documenting, securing and gathering general information on pertinent activities and issues for planning, taking appropriate actions, responding to requests, training others, implementing actions, preparing audit references, developing new programs and services and enhancing public relations.*
- *Researches and performs personnel administrative functions, in cooperation with the Superintendent's Cabinet members, which include managing the workflow of the department by prioritizing assignments, balancing multiple projects and monitoring schedules; responding to issues involving staff, conflicts in policies and regulations, community concerns, staffing requirements, hiring, counseling, training, supervising, evaluating, and providing professional development opportunities*

for the purpose of identifying relevant issues, recommending and implementing a plan of action that will efficiently resolve an issue, maintaining necessary staffing, enhancing productivity of staff, ensuring an efficient delivery of services to all technology users and necessary District and departmental program outcomes are achieved.

- *Initiates, maintains, and serves as liaison and collaborates with business sources, educational technology software and hardware resource providers, school support groups (County Office of Education, Education Technology grants, committees, etc.), and others (staff, district personnel, neighboring districts, community organizations, public agencies, committees, etc.); assists with District-wide licensing and copyright issues for the purpose of ensuring compliance with requirements, conveying and receiving information, coordinating district activities related to soliciting and obtaining funding, hardware and software expertise and community support to enhance the acquisition, implementation and use of technology and technology-facilitated school improvement programs.*
- *Assists in the development, planning, implementation and evaluation of the district's long and short range goals in relation to technical strategy and vision, hardware and software technology, educational technology programs, student information systems, specialized networking activities and evaluation of new technologies for the purposes of ensuring program effectiveness, adherence to the organizational mission and operational objectives related to technology are achieved in the most efficient and timely manner, and securing the district's leadership in the field.*
- *Manages and directs the implementation, support and maintenance of the district student information system and the processing and submission of mandated reports (e.g. CALPADS) for the purpose of meeting the needs of the district and ensuring compliance with reporting requirements and timelines.*
- *Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders and uphold personal standards of grooming and professionalism for the purpose of maintaining professional responsibilities.*

Other Functions

- *Functions as a member of the District management team and as a liaison to District school sites and local and county agencies performing any and all other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.*

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- *Administer assigned budgets and allocate funds;*
- *Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective;*
- *Operate a computer, mobile devices and other audio-visual media devices;*
- *Communicate effectively, both orally and in writing by delivering the intended message in a clear and concise manner for broad public appeal and interpretation;*
- *Gain cooperation through discussion and persuasion;*
- *Analyze situations carefully and adopt an effective course of action;*
- *Prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions;*
- *Supervise and evaluate the work performance of others;*

- *Understand, analyze, and prepare comprehensive, narrative and statistical reports;*
- *Maintain effective working relationships with those contacted in the course of work including a variety of district and other government officials, community groups, and the general public;(duplicated in ability; keep one or the other)*
- *Plan, organize, and administer a comprehensive learning and information services program*

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and ratios; review and interpret highly technical information, write technical materials, including proper English usage, grammar, spelling, punctuation, vocabulary and composition, and speak persuasively to implement and effectively communicate desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- *Principles and methods of program management and evaluation;*
- *Principles and techniques of public relations;*
- *Research methods;*
- *Report writing and record-keeping techniques;*
- *District organization, operations, policies, and procedures*
- *Principles and practices of leadership management, organization, operation, training and supervision;*
- *Principles, practices, trends, goals, and objectives of public education;*
- *Modern technology and office procedures and methods, computer equipment and computer software applications relative to education, administration and/or necessary to perform required duties;*
- *Budget development and control;*
- *Applicable federal, state, and local laws, codes, regulations, policies, and procedures governing and related to assigned programs and activities;*
- *Network architecture, design and management;*
- *Data centers and network operations;*
- *Technology and computer software applications relative to installation and instruction;*
- *Current trends in information technology.*

ABILITY is required to schedule a significant number of activities, meetings, and events; routinely gather, collate, and classify data; and use basic, job-related equipment. Flexibility is required to independently work with and establish and maintain cooperative relationships with students, program personnel, parents, vendors, co-workers, and the public in a wide variety of circumstances; prepare, maintain, and analyze data utilizing a variety of complex processes; and operate equipment using defined, standardized methods. Ability is also required to work with, understand, and be sensitive to a significant diversity of individuals and groups of culturally and linguistically diverse backgrounds; work with data of widely varied types and purposes; and utilize specific, job-related equipment, including effectively using a audio-visual media and mobile devices, a computer and an alpha/numeric keyboard with a reasonable rate of speed and accuracy to successfully complete assignments; Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines and requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- *Work independently under general supervision with minimum direction;*
- *Plan and organize work;*
- *Interpret, apply, and explain administrative and board policies, laws, regulations, and collective bargaining agreements*
- *Work under pressure.*
- *Stimulate and motivate cooperative team efforts and provide leadership;*

- Ability to continuously seek quality service and process improvements in order to support the district's mission, goals and action plan;
- Take responsibility to use good judgment in recognizing scope of authority;
- Read, learn, plan, formulate, follow, execute, interpret and apply provisions of federal, state, local and district laws, rules, regulations, processes, methods, policies, procedures, collective bargaining agreements and directives, in accordance with assigned duties;
- Use initiative and judgment in discussing district practice and policy issues with the public and district staff;
- Design, specify, configure, install and maintain local and wide area and wireless network hardware, software and telecommunications services such as personal computers, system software, software applications, printers, servers, routers, bridges, switches, modems, dialing and internet service providers;
- Develop and implement policies and procedures related to network hardware and software acquisition, use, support, security, and backup;
- Establish and maintain network users, user environment, directories and security; train users on software and equipment usage;
- Respond to the needs and questions of network users concerning their access to resources on the network and the operation of various software programs;
- Develop and communicate standards for use, operations and security of network, personal computers and data;
- Communicate with other departments to report and resolve software, hardware and operations problems; consult with department managers to develop system solutions consistent with organizational objectives;
- Research and evaluate new technologies; negotiate contracts with and coordinate activities of hardware, software, telecommunications, support and training vendors; install and tests software upgrades; performs scheduled backups;
- Collect and analyze network memory utilization; assists in the development and implementation of disaster recovery procedures;
- lead in the development and execution of ongoing strategic and tactical plans for network growth;
- Create and implement staff development plans

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

This job is performed generally in clean and healthy indoor and outdoor settings: District office environment, school sites and classrooms; demanding deadlines; subject to driving to a variety of locations to conduct work during day and evening hours; subject to frequent interruptions and extensive contact with students, staff, parents, the public community and outside agencies; occasional contact with angry, hostile, and potentially violent individuals; working for extended periods of time; continuous use of computer keyboard, mouse and other technological devices; extended viewing of computer monitor; working around and with office equipment having moving parts.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position;

- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions;
- Hearing sufficient to communicate in person and hold phone conversations in normal range (approximately 60 decibels);
- Speaking ability in an intelligible voice with sufficient volume to be heard in normal conversational distances on the phone and addressing groups;
- Visual ability sufficient to read, prepare and process a variety of handwritten and printed documents, instructional materials, records, and reports and the display screens of various equipment and to monitor various services and personnel;
- Significant hand and fine finger dexterity sufficient to write, operate standard office equipment, computer, keyboard phone, mobile devices, and other office machines and equipment with reasonable speed and accuracy necessary to complete the required duties;
- Occasional light to moderate lifting, carrying, pushing, and pulling;
- Some stooping, bending, kneeling, crouching, squatting, twisting, turning, and crawling;
- Some reaching overhead, above the shoulders and horizontally;
- Sitting and/or standing for extended periods;
- Walking over rough or uneven surfaces;
- Climbing with occasional use of stepladders;
- Physical mobility sufficient to move about the work environment for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations.
- Generally, the job requires 55% sitting, 25% walking, and 20% standing.

In compliance with the Americans with Disabilities Act (ADA), the Valley Center - Pauma Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Director of Human Resources.

Experience

Job related experience within specialized field is required.

Education

Bachelor's degree in job related area.

Equivalency

A typical qualifying background would include a bachelor's degree in a field related to information technology and five years of increasingly responsible technology experience. A master's degree in a field related to information technology is desirable.

Required Testing

Job Related Proficiency Test

Continuing Education I Training

None Specified

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Clearance

ELSA Status

Non-Exempt

Salary Grade

Management Salary Schedule – Level VI

I have read the above description and fully understand the requirements set forth therein. I hereby accept the position as described above and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Board Approval Date: 1/16/2014

Revised: