

THE POSITION

The Pleasant Valley School District is seeking an innovative and collaborative Technology Manager to oversee its Technology Department. The Department is staffed with the following positions: (1) Technology Assistant; (1) Network Specialist; (2) Technology Support Technician II; (2) Technology Support Technician I.

DUTIES AND RESPONSIBILITIES

- Plans, organizes and manages the day-to-day operations and services of the district's Technology Department; analyzes and evaluates district-wide technology needs; provides recommendations and assists in developing long-range plans regarding improvement and modernization of the district's hardware, software, databases, networks, communication systems, and applications.
- Collaborates with instructional and administrative staff to determine district-wide technology needs; recommends and implements new and innovative technology with the goal of enhancing and streamlining operations and accelerating student achievement.
- Coordinates and performs installation and testing of new systems, features, and/or updates; develops and utilizes test data and evaluates and reports on results; assists and provides support to technology staff.
- Trains, assigns work and projects, and provides direction to assigned personnel; supervises and evaluates performance of assigned personnel; determines work priorities.

Complete job description is available at:
www.pvsd.k12.ca.us

EMPLOYMENT STANDARDS

Knowledge of: planning, organizing and managing the day-to-day operations and services of the district's Technology Department, including the development, design, installation, operation,

analysis, maintenance and repair of hardware, software, databases, networks, communication systems, and applications; practices, procedures, and techniques involved in the design, set-up, development and modification of hardware, software, databases, networks, communication systems, and applications utilized by the District; educational software and technology as applicable to the District's needs; customer relationship management and internal consulting concepts and practices; network security principles, practices, equipment, software, and trends; principles and practices of management, supervision and motivation; basic technical specifications and operations of computer hardware, software and networks; basic budget and purchasing principles and procedures; applicable sections of the State Education Code, legal requirements and regulations pertaining to school district information systems; report writing and statistical record-keeping techniques; principles, theories, problems and practices pertaining to computer operations, peripheral equipment and customer support; technological advances and emerging trends related to school district information systems; interpersonal skills using tact, patience and courtesy; and, operation and use of computers and related peripheral equipment.

Ability to: plan, organize and manage the day-to-day operations and services of the district's Technology Department, including the development, design, installation, operation, analysis, maintenance and repair of hardware, software, databases, networks, communication systems, and applications; analyze, evaluate, research, recommend, and implement instructional and administrative technology and software based on the District's needs; set priorities and allocate resources to effectively meet the District's information technology needs in a timely manner; maintain, install, repair and upgrade District systems and databases to meet the data housing, collection, analysis and reporting needs of the District; maintain confidentiality and discretion with

sensitive information; make independent judgments in a fast-paced environment; read, understand, follow, and write technical procedures, user manuals, and related materials; provide technical expertise and training to users; establish and maintain positive working relationships with District staff, community members and vendors; work independently with little direction; supervise, organize, direct, motivate and evaluate the work of assigned staff; and, establish schedules and adhere to deadlines and timelines.

Education and Experience: Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: a bachelor's degree in computer technology or related field and four years of increasingly responsible experience in the maintenance, operation, and analysis of information technology hardware and software. Experience with technology in an instructional environment and lead/supervisory experience are desired. A valid California driver's license is required.

EMPLOYMENT INFORMATION

Benefits: The District offers a comprehensive benefits package, which includes CalPERS retirement; family medical, dental, and vision insurance; life insurance; optional employee benefits with Aflac or American Fidelity; dependent care and health reimbursement flexible spending accounts; and, 403(b) deferred compensation plan.

Selection Process: Based on the information provided in the application materials, select candidates will be contacted to participate in the selection process. The selection process will consist of an application screening, technical panel, and a final selection interview.

THE COMMUNITY

Camarillo's rich agricultural heritage endures today, offering its residents open space, clean air, safe streets, and scenic vistas. With a population of almost 67,000, Camarillo enjoys an ideal year-round climate. Only 45 miles northwest of downtown Los Angeles, Camarillo is a world away from the stress of big city life, yet an evening's entertainment at a Dodger game, the Hollywood Bowl, or the Santa Barbara Civic Light Opera is just a short drive away.

The city provides a stable and scenic environment for businesses. It is home to the Camarillo Premium Outlets, and offers a historic downtown district with antiques, galleries, restaurants and a popular farmer's market.

THE DISTRICT

It is the District's VISION to provide:

"Excellence for all"

We accomplish this by focusing on our CORE VALUES:

- Student Centered
- Equity
- Teamwork
- Integrity
- Embracing and Celebrating Diversity

We are the oldest continuous school district in Ventura County. The District serves over 6,500 students in six elementary, three K-8 and two middle schools, including a preschool program. PVSD has achieved academic excellence for 149 years. Ten of our schools have received state or national recognition.

Reasonable Accommodation for Disabilities:

Individuals with disabilities requiring reasonable accommodation in the testing process must inform the Classified Human Resources Department in writing no later than the application deadline. Applicants in need of such accommodations should document the request and include an explanation of the type and extent of accommodation needed to participate in the testing process.

APPLICATION PROCEDURE

All Candidates must submit the following:

- * Completed application
- * Supplemental questionnaire
- * Three letters of recommendation

Please send application materials to:

Valerie Barroso
Director, Classified Human Resources
Pleasant Valley School District
600 Temple Avenue
Camarillo, CA 93010

Application Deadline:

4:00 p.m. on September 19, 2017

ADMINISTRATION

Angelica Ramsey, Ed.D.
Superintendent

BOARD OF TRUSTEES

Ron Speakman, President
Bob Rust, Clerk
Pat Fitzgerald, Member
Debra Kuske, Member
Suzanne Kitchens, Member



Employment Opportunity

***Now accepting applications
for the position of***

Technology Manager

**Salary: \$88,452 to \$107,520
Annually**

**Pleasant Valley School District
600 Temple Avenue
Camarillo, CA 93010**

**(805) 445-8610
www.pvsd.k12.ca.us**

Application Deadline:

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