



## LEMOORE UNION ELEMENTARY SCHOOL DISTRICT Job Description

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**Title:** Director, Information Technology

**Reports to:** Superintendent

**Department:** Information Technology

**Classification:** Classified Management

**FLSA Status:** Exempt

**Work Year:** 12 months

**Board Approval:** April 13, 2021

**Salary Schedule:** Management/Confidential

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### **JOB SUMMARY:**

Under the direction of the Superintendent, the Director of Information Technology works closely with the Superintendent, Assistant Superintendent and District leadership, provides dynamic, responsive, collaborative and forward-thinking vision, leadership and management of technology systems and services to support the mission and goals of a high performing District. This includes providing leadership and direction to committees formed to assist the District in addressing the current and future needs of the District. This also includes the planning, development, implementation, management and maintenance of all applications, infrastructure, networks, communications systems, cybersecurity and technology training as well as comprehensive support for the teaching and learning activities of the staff and students.

### **ESSENTIAL FUNCTIONS:**

- Provide strategic vision and leadership in anticipating and developing innovative responses to future needs and challenges regarding both the District's information technology systems and practices as well as technology in the instructional program.
- Plan, organize, control and direct the Information Technology Department; develop, implement and evaluate long-range goals for the application of computers and technology in instructional programs and administrative offices; monitor progress toward goal attainment; coordinate technology priorities.
- Direct the development and maintenance of a networked information system including feasibility studies, systems analysis and design, computer programming, conversion of data, instructional technology, and information storage and retrieval; lead in the development of standards of hardware and software use; oversee management of District's networked systems and users.
- Direct, manage and evaluate instructional, informational and communication services; obtain maximum educational and administrative benefits from information and communication technologies.
- Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Determine technology needs; evaluate potential products and services and ensure compliance with established objectives, priorities and resources; analyze proposals for technology submitted from various personnel.
- Coordinate a program for the systematic review and selection of technology hardware and software with the Business Services Department; provide technical advice to the Business Services Department in requesting bid proposals for acquisition of appropriate technologies and

licensing agreements; develop standards for the purchase of hardware and software to support the instruction and management information systems.

- Manage the acquisition, installation, maintenance and repair of information systems, networks, and communications systems; negotiate bids for service, installations or other services as needed.
- Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to ensure an economical, safe and efficient work environment.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Serve as technical and administrative resource to operational and instructional users.
- Communicate with other administrators, personnel, vendors, service providers and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Communicate with staff and architects regarding the design for an implementation of technology in classrooms, libraries, and offices; develop technology specifications for facility infrastructures.
- Provide support in planning and implementing professional development activities involving information and communication technologies; design and implement in-service programs to support the integration of technology in the classroom and office.
- Provide leadership and training in optimizing the effectiveness and efficiency of operations through the use of technology.
- Assist with reviewing board policies, administrative regulations, proposed legislation and changes to laws concerning personnel practices; ensure implementation of policies within the District; take appropriate action in order to ensure effective compliance.
- Serve as a member of the Superintendent's Cabinet; provide technical information and assistance to the Superintendent regarding technology activities, needs and issues; collaborate with the Superintendent and other cabinet administrators in the development and implementation of plans, strategies, goals and objectives for the District.
- Attend Board meetings; prepare and distribute Board communication and agenda items; collaborate with administrator in Board preparation activities; prepare and deliver oral presentations and reports to the Board as requested.
- Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in a fiscally-prudent manner and in accordance with established guidelines; seek partnerships and funding, both private and public, to support the technology program.
- Operate a computer, assigned software programs and related peripherals; operate other office equipment as assigned.
- Drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings as assigned; attend conferences and workshops to maintain current knowledge of emerging technological trends and research.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

**Knowledge of:**

- Computer languages and programming fundamentals.

- Best practices and strategies in educational technology.
- Information technology practices and cybersecurity trends in both private and public sector organizations of similar size and complexity.
- School business, student record keeping, pupil personnel applications, including scheduling, grade reporting, attendance accounting, purchasing.
- Evolving uses of classroom technology that intersect with District-wide technology infrastructure.
- Understanding of technology integration in support of the instructional program.
- Complex computer systems design, analysis and operations.
- Data and system integration principles
- Operating systems and the integration of personal computers in information systems.
- Educational trends such as Common Core State Standards, Smarter Balanced Assessments, and cloud based educational applications.
- Physical security measures, including video surveillance and access control.
- Principles and practices of administration, supervision and training.
- Computer technology and software systems including, but not limited to, Microsoft Windows Operating System and related Windows application, Aeries Student Information System (SIS), Google and other computer systems maintained by the Information Technology department.
- Equipment operation related to a variety of technical equipment.
- Budget preparation and control.
- Funding sources for educational/technology programs and the variety of related regulations, controls and reporting procedures.
- Data processing systems and procedures, accounting, training methodology, networks and personal computer software and hardware.
- Consensus building techniques, collaborative problem solving, and conflict resolution strategies.
- Education code, administrative and board policy, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts.
- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.

Ability to:

- Plan, organize, control and direct the Information Technology Department.
- Articulate a shared vision for the use of technology in educational programs, business services and operational functions.
- Articulate and understand complex issues, facilitate efficient and effective problem-solving and decision making.
- Respond promptly to requests of internal and external clients; provide needed directions, assistance, training, materials and resources.
- Direct the development and maintenance of a modern educational information system.
- Direct, manage and evaluate instructional, informational and communication services.
- Train and supervise the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Conduct effective professional development in information technologies.
- Maintain knowledge of current advances in technology and education.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Effectively utilize technology for instruction, information, communication and data

management.

- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and present clear, concise and accurate reports, and also develop and deliver effective presentations to small and large audiences, including Board presentations.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: Bachelor's degree in information technology, computer science or related field.

Experience: Five (5) years of increasingly responsible experience in network management and the administration and maintenance of management information systems including two (2) years in a supervisory capacity.

Licenses, Certificates and other Requirements:

- CTO course completion desired
- Valid California Class C driver's license.

## **WORKING CONDITIONS:**

**Environment:** Indoor/Outdoor environment, drive a vehicle to conduct work.

**Physical Demands:** 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.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Vision to view a computer monitor and read a variety of materials.
- Sitting for extended periods of time.
- Lifting and/or carrying up to 50 pounds or more.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

*Lemoore Union Elementary School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under (A.D.A.) as required by law.*