

CENTRAL SCHOOL DISTRICT

Job Title: Director of Technology

Occupational Group: Management &
Confidential

Reports to: Assistant Superintendent of Student
Achievement and Educational Services

Work Year: 247 days

Board Approval: April 14, 2022

DEFINITION

Under general direction of the Assistant Superintendent, Student Achievement and Educational Services, to assist in the planning, development and implementation of policies, regulations, guidelines, and procedures pertaining to technology as a vehicle to deliver and enhance the District curriculum and instructional programs; manages and directs the activities of the Technology department; manages and directs the development and operations of the District's information networks, including computing services, support, network infrastructure design and operations; and any other related functions as directed.

QUALIFICATIONS

Education/Certification:

- Bachelor's Degree in Information Technology or related field.
- Possession of a CompTIA Security+ certification.
- Department of Justice Clearance.
- Current TB test with screening every 4 years to remain up to date.

Desired Qualifications:

- Experience in training use of applications for Windows operating environments.
- Experience in the utilization of a variety of technologies for the classroom environment.
- Experience in the utilization of Enterprise office technologies.
- Experience with Student Information Systems and Data Integration.
- Possession of a certification in Project Management.

Experience:

- 5 years of progressively responsible IT experience.
- 4 years managing Enterprise server infrastructure.
- 3 years in a supervisory or management capacity.
- 3 years Office 365 license management.
- 3 years of managing on-site, off-site, and immutable system backups.
- 2 years supporting VoIP systems.

Knowledge and Abilities:

Knowledge of:

Principles, practices and techniques of information systems management, including network and applications design, hardware and software options for business and school administration applications and systems alternatives. Network architectures, theory and principles of local and wide area enterprise network design and integration, including topologies and protocols; principles and practices of advanced network administration. Systems analysis methods and techniques. Methods and techniques of project management as applied to

computer systems projects. Methods and techniques applicable to long-range and strategic technology planning. Operating principles, parameters, methods, practices and limitations of mid-range computers, PCs, network hardware and devices and related peripheral equipment. District operations and functions and associated information systems and technology issues. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records. Research methods and statistical analysis techniques. Cybersecurity threat landscape and District liability exposure. Principles and practices of effective management and supervision. District classified human resources policies and procedures and labor contract provisions.

Ability to:

Plan, organize, integrate and manage systems development, administration and computer operations programs and services. Identify information management issues and opportunities, analyze problems and alternatives and develop sound conclusions and recommendations. Assess client user technology requirements, set priorities and allocate resources to most effectively meet needs in a timely manner. Evaluate departmental programs and make recommendations for improvement. Evaluate complex technology and strategies and make sound, prudent recommendations that maximize return on investment. Understand, interpret, explain and apply District, state and federal policy, law, regulation and court decisions applicable to areas of responsibility. Present proposals clearly and logically; communicate effectively orally and in writing. Conscientiously preserve the confidentiality of all proprietary and confidential data and information residing in the District, in accordance with Departmental and District policy, and state and federal law. Exercise sound, expert independent judgment within general policy guidelines. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations. Establish and maintain effective, customer-focused working relationships with all levels of District management, other governmental officials, vendors, employees and others encountered in the course of work.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Leads, plans, organizes, controls, integrates and evaluates the work of the Technology department; with staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget. E
2. With other members of the management team, participates in the development of District strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities. E
3. Provides leadership to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management practices that support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment. E
4. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District classified human resource policies and labor contract agreements. E
5. Manages and directs the evaluation, planning and design of information and network systems as required by the District, ensuring that systems meet industry standards and are adequately flexible, scalable and maintainable to protect the District's technology investments; manages and directs the conversion to major new systems and applications. E

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6. Manages and directs the implementation of goals, objectives, policies and standards for the Technology department; provides professional assistance to District management on technology, information systems, computer operations and support and related matters; provides broad computer processing and technology support services and works with other District managers to solve a range of complex computer technology-based problems. E
7. Works with managers and administrators to evaluate current and anticipated information systems and technology requirements and examines the feasibility of alternative conceptual approaches to meeting such requirements; works with other directors and managers to prioritize development and upgrade projects; recommends approaches and action plans that will produce maximum return on District technology investments; promotes the use of sound technology.
8. Manages and directs through staff the delivery of systems development, network, computer operations and client support services to department client users; manages and directs the maintenance, administration and upgrading of District enterprise servers and networks; ensures that network architectures meet standards and operational requirements; manages the establishment of systems, network and data security standards and protocols; manages and directs the development and implementation of disaster recovery plans; directs the provision of client support services, including the troubleshooting and resolution of hardware and software problems, network connectivity and client training needs.

WORKING CONDITIONS:

Office environment, subject to interruptions; subject to driving from site to site; ability to see, hear, and speak; ability to sit or stand for extended periods of time; ability to work at a computer for extended periods of time; blood borne pathogen exposure.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs, and physical, mental and emotional stamina to endure long hour under sometimes stressful conditions.

OTHER REQUIREMENTS:

Possession of a valid California Motor Vehicles Operator's License and insurability by the District's liability insurance carrier. Must provide, at own expense, a car and cellular phone for use during the day and in the event of an emergency.