DIRECTOR – INFORMATION AND TECHNOLOGY SUPPORT

DEPARTMENT/SITE: Information and Technology Support	**SALARY SCHEDULE:** Classified Management **SALARY RANGE:** 31 **WORK CALENDAR:** 261 Days
REPORTS TO: Deputy Superintendent of Administration and Support	**FLSA:** Exempt

PURPOSE STATEMENT:

Under the general direction of the Deputy Superintendent, the Director of Information and Technology Support supports the educational process with responsibility for directing technology use and services, providing information, and serving as a resource to others; achieves defined objectives by planning, directing, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; serves as a member of the District's leadership team. The incumbent in this classification provides the school community with technology resources and support which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Director of Information and Technology Support is a single-position management classification responsible for the ongoing efficient operation of technology resources for information and communication systems which are essential to the organizational and instructional goals of the District.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Collaborates with internal and external personnel (e.g., other administrators, auditors, public agencies, community members) to implement and/or maintain services and programs.
- Conducts cost and technical studies for new hardware and/or software requirements that support decision-making for District technology investment.
- Develops, administers, and interprets technology strategy to align with district goals, system standards and operating procedures, ensuring compliance with adopted policies and procedures.
- Directs and manages the integration of total networking of district and school user (e.g., staff, printers, terminals, computer equipment, software) to ensure the efficient growth and development of productivity for users of the District's systems.
- Directs the design and implementation of information systems that improve the efficiency of various District operations.
- Hires, directs, counsels, trains, supervises, evaluates, and provides professional development opportunities, for assigned staff in accordance with District human resources policies and procedures.
- Participates in a variety of meetings (e.g., workshops, inter- and intra-district committees, community and public agencies, seminars, conferences) to convey and gather information, to represent the department's perspective in decision making, and to remain current on topics, policies, and procedures to implement and maintain administrative responsibilities for directing the department.
- Plans, organizes, directs, coordinates and controls activities and projects of the Information and

Technology Support Department in coordination with District needs, strategic goals, and operations to provide services within established timeframes and in compliance with related requirements.

- Prepares and maintains necessary state and federal reporting requirements to document activities, requests, and issues, and to provide audit references and/or meet compliance requirements.
- Presents information on technology-related topics for District decision-making, program implementation, training, and organizational improvement.
- Researches topics related to current and emerging technology to ensure that District technology capabilities remain current, robust, and secure.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES
(At time of application)

Knowledge of:
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures pertinent to an organization-wide technology program to support both educational and business operations
- Budget preparation and control
- Systems analysis, design, programming, and control
- Current computer systems software and related technology and current and emerging languages
- Current security protocols to safeguard network and data integrity
- Planning, organization, and direction of the Information Technology Department and current and new technologies related to information technology
- Principals of local and wide area networks and protocols and managing enterprise networks
- Effective techniques for assessing and analyzing user needs and recommending hardware and software solutions
- Preventative maintenance principles, policies and programs related to technology
- Oral and written communication skills
- Operation of various computers, operating systems and software, including the Internet

Skills and Abilities to:
- Analyze problems, make decisions, and be responsible for those decisions
- Plan and manage implementation of District-wide technology projects
- Direct the activities and operations of a large department that affects the daily work productivity of the entire District
- Develop and implement objectives, policies, procedures, work standards, and internal controls
- Determine strategies to achieve goals
- Conduct group presentations and facilitate meetings
- Communicate effectively, both orally and in writing with staff and the community in a multiethnic educational environment and speak effectively before a variety of groups
- Exercise judgment and creativity in making decisions
- Assess, manage, and develop resources and effectively evaluate the performance of assigned staff
- Work independently with little direction in an environment with changing work priorities, frequent interruptions, and critical deadlines
- Operate standard office equipment including software applications and learn new or updated computer systems and/or software programs to apply to current work
- Prepare and analyze comprehensive accounting reports and prepare and maintain accurate records
- Maintain confidentiality and ensure safety and integrity of District's data and data systems
- Demonstrate loyalty and high ethical standards and apply integrity and trust in all situations
- Actively participate in meeting District goals and outcomes

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

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION REQUIRED:
Bachelor's degree from a nationally accredited college or university in computer science and/ or information systems or closely related field which included information systems -elated coursework.

EXPERIENCE REQUIRED:
Five (5) years of increasingly responsible experience overseeing a complex, multi-focus information systems including overseeing installations and maintenance of computer hardware and software. At least one (1) year of this experience must have been in a supervisory role with responsibility for directing the work of technical personnel. Experience in a school setting preferred.

LICENSE(S) REQUIRED:
- Valid, current California Driver's License for travel to/from District Office and school sites and to workshops, conferences, and trainings relative to performance of job functions, duties, and responsibilities.

CERTIFICATIONS AND TESTING REQUIRED:
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)
- The job is performed under minimal temperature variations and in a generally hazard free environment
- Requires sitting, walking, and standing
- Occasional lifting, carrying, pushing, and/or pulling
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, or crawling to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen and to supervise students