EXECUTIVE DIRECTOR OF TECHNOLOGY

PRIMARY FUNCTION:

Under the immediate supervision of the Assistant Superintendent of Educational Services, shall be responsible for leading instructional and information technology for the District through innovative leadership.

Professional Responsibilities

1. Provide leadership that creates a clear, compelling vision.
2. Maintain an improvement focus.
3. Demonstrate strong communication skills.
4. Use sound judgment and display willingness to make decisions.
5. Serve as a strategic thinker to achieve organizational goals.

ESSENTIAL FUNCTIONS:

1. Provide vision and leadership to assess areas of opportunity in which technology and innovation can facilitate delivery of District services and programs, accelerate student achievement and enhance operational effectiveness.

2. Possess a conceptual understanding of Information Technology in the area of data management, network and security, device implementation and management, and client support.

3. Provide technical expertise and assistance regarding mission-critical systems in business services, student management (SIS), and human resources.

4. Lead in the planning, training, and implementation of technology tools and services for the District.

5. Develop and implement a comprehensive plan for department operations including systems for telecommunications, security, printing, and data system needs; evaluation of new equipment, and plans for the purchase, implementation, and maintenance of new equipment.

6. Provide leadership and support for best practices in technology integration across content areas and departments.

7. Coordinate the data acquisition and reporting requirements for California Longitudinal Pupil Achievement Data System (CALPADS).

8. Collaborate with certificated and classified management to evaluate and analyze the effectiveness of instructional and information technology.

9. Develop and implement a resource acquisition and management strategy for needed capital and operational investment in IT infrastructure and services; develop and cultivate strategic relationships with internal and external partners to assure optimum system and end-user performance.

10. Prepare and monitor budget and funding strategies for instructional technology projects and professional development programs.

11. Coordinate the technical support for all end-users of computer systems district-wide; respond to requests for technological assistance from District, department, and site personnel; work with departments and sites to assure optimum acquisition, installation, maintenance, utilization, repair, and security of available technology.

12. Aware and knowledgeable of current technological innovation in instructional and information technology.

13. Support school and District leaders in planning the infrastructure required to promote 21st-century instructional practices.

14. Develop and implement internal policies and procedures for the use of technology for the District.

15. Meet all compliance mandates and requirements for Federal and State-funded programs.

16. Coordinate the administration and collection of data for program evaluation and reporting.

17. Establish policies and procedures for the secure storage and retrieval of student and employee information and data; ensure a backup/recovery plan exists for all systems.

18. Serve upon assignment by the Superintendent as a resource person to all division and site administrators in the district.

19. Perform other duties as assigned.

Other Duties and Responsibilities

1. Perform other duties within the instructional and informational technology areas assigned by the Superintendent.

2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above-average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively, and performance.

EXPERIENCE:

- Evidence of successful experience in performing the tasks enumerated for this position with increasing responsibility in leading and implementing technology at a site and district level.
- Minimum five years experience in a public school setting, with at least two years of progressively responsible management and/or leadership experience.

EDUCATION/CREDENTIALS:

Appropriate Master's degree and Administrative Services credential. Advanced degree in educational technology or curriculum and instruction is preferred.

KNOWLEDGE AND ABILITIES:

Knowledge of:
- Role of information and educational technology in an educational setting
- Student information and personnel systems
- Principles of information and instructional technology in an educational environment, strategic and tactical planning conventions required to help shape policy, and develop implementation and assessment processes
- Effective techniques for assessing and analyzing user needs and recommending hardware and software solutions
- Knowledge of current information technology, including ERP, VOIP, voice/data systems, security systems, and desktop/mobile hardware and software
- Principles of teaching and learning and the relationship to technology
- Principles of local area network and wide area networks and protocols

Ability to:
- Communicate effectively both orally and in writing
- Demonstrate strong interpersonal skills and high emotional intelligence
- Establish and maintain cooperative professional working relationships in the performance of position responsibilities
- Present ideas and concepts clearly to a variety of stakeholders (parents, staff, community)
- Interpret, apply, and explain laws, regulations, policies, and procedures
- Analyze situations and adopt effective courses of action; organize and evaluate data in order to prepare sound recommendations
- Prepare clear and comprehensive reports
- Establish and maintain proper records
- Provide leadership, direction, and team-building with a diverse group of individuals and/or groups
- Organize and communicate information and concepts
- Maintain confidentiality and use discretion

WORKING CONDITIONS:

Environment:
> Indoor and outdoor work environment; subject to driving to conduct work.

Physical Abilities:
> Hearing and speaking to exchange information and make presentations.
> Lifting books, materials, and equipment to execute lessons and presentations.
> Seeing to read, prepare and review a variety of activities and to monitor student activities.
> Walking extended lengths to move around campus and community.

Hazards:
> Potential exposure to communicable diseases and contact with blood and other body fluid.