## CLASS TITLE:  DIRECTOR, INFORMATION TECHNOLOGY

**BASIC FUNCTION:**
Under the direction of the Assistant Superintendent, Business Services, directs all aspects of the Information Technology Department in support of desktop and mobile computers and devices, software applications, databases, servers, network infrastructure, telecommunications systems, data security systems, and related equipment, software, systems and services throughout the School District.

**REPRESENTATIVE DUTIES:**
ESSENTIAL DUTIES:
Coordinates federal and state technology grants including submission and monitoring ensuring compliance and receipt of funding.

Develops and administers the Information Technology budget.

Develops and implements technology training programs to ensure knowledge and proficiency of various hardware and software applications and technology use standards.

Develops and maintains a District-wide Technology Plan to ensure district technology needs and goals are identified and met.

Develops, maintains, and adheres to internal controls which ensure that budget expenditures and equipment allocations, asset management, and inventories are implemented in accordance with District policy and legal requirements.

Directs department operations, services, and staff in the support, maintenance, and implementation of information technology systems used throughout the School District.

Directs, performs, and provides training in a variety of technical duties, designing, developing, installing, and maintaining efficient, unified and fully integrated computing, network, and telecommunications systems.

Participates in a variety of meetings; conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.

Prepares a wide variety of reference, presentation, policy and administrative materials to document activities, requests and issues; provide audit references; and/or meeting compliance requirements.

Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc.  to identify relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Serves as liaison to software/hardware providers- to convey and/or receive information and coordinatedistrict activities.


OTHER DUTIES:
Attends and participates in meeting, in-service trainings, workshops and conferences.

Performs related duties as assigned.


**Knowledge and Abilities:**

KNOWLEDGE OF:
Effective oral and written communication skills.
Effective methods of personnel supervision, performance evaluation, and training.
Modern office methods and procedures including the preparation of business correspondence.
Legal mandates, policies and regulations pertaining to technology services in a public school district.
Current principles, methods, practices, standards, and trends in desktop and mobile computing systems and applications, data and telecommunications network technology, and data security.
Current business and consumer based technology hardware, software systems, and equipment.
Modern information technology trends, concepts, terms, and practices.
State and federal compliance, and reporting procedures related to staff and student data (such as CALPADS).
Student Information Systems (such as Aeries).
Modern computer, server, and mobile device operating systems.
Modern word processing, spreadsheet, and presentation applications.
Cloud computing platforms such Google Apps.


ABILITY TO:
Organize, supervise, train and evaluate information technology personnel.

Prepare and present management reports in a clear and concise manner.
Understand and carry out oral and written directions with little supervision.
Compile and manage complex reports.
Establish and maintain effective professional relationships.
Promote team building, customer service, and positive work environment.
Adapt easily to work assignments, additional priorities and new procedures.
Receive constructive criticism and modify work appropriately.
Solve problems independently as appropriate.
Recommend and communicate the need for procedural improvements to District administration.
Work successfully in a culturally and linguistically diverse environment.
Effectively, technically and tactfully communicate in both oral and written forms.
Manage and use time effectively.

## EDUCATION AND EXPERIENCE

Any combination equivalent to: a bachelor's degree and five years of increasingly responsible experience with at least two years in a supervisory capacity in support of desktop and mobile computers and devices, software applications, databases, servers, network infrastructure, telecommunications systems, data security systems, and related equipment, software, systems.

## LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

Valid California Class C Driver's License and evidence of insurability.

## WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Lifting and carrying moderately heavy objects and information technology equipment.

Reaching overhead, above the shoulders and horizontally to retrieve materials.

Seeing to view a computer monitor.

Sitting for extended periods of time.

HAZARDS:

Traffic hazards.

FLSA Status                                         Approval Date
Exempt                                                December 14, 2017