

CLASSIFIED MANAGEMENT JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

DIRECTOR OF TECHNOLOGY

GENERAL DESCRIPTION:

Under the general direction of the Superintendent, the Director of Technology oversees all aspects of the District's technology services. The Director ensures efficient delivery of information services and technology resources to support instructional, administrative, and business functions of the District. This leader is responsible for providing expert guidance and direction for implementing, maintaining, and improving computer hardware, software, network infrastructure, and telephony for the District. The Director provides service levels commensurate with a rapidly growing and evolving environment, ensures reliable network devices, resolved technology problems, and performs related duties as assigned.

DUTIES AND RESPONSIBILITIES

The Director of Technology provides District-wide leadership and supervision in the following areas:

- Supervises and leads the staff assigned to the District's Information Technology (IT) department
- Provides leadership in strategic short and long range technology planning, educational technology, as well as academic and administrative computing
- Serves as a catalyst for identifying new areas of technology and effective use of evolving information systems
- Works with administrators to integrate technology into ongoing instructional programs for all curriculum areas
- Supervises and provides technical support for all District technology systems, including the student information system, network infrastructure, servers, web services, e-mail services, and client devices
- Provides oversight and leadership in the development of the district technology plan and leads committees, teams, and other focus groups on effective use of technology
- Prepares and delivers written and oral presentations on technology
- Forecasts requirements and makes recommendations on the design and implementation of systems and related software and hardware designed to increase system efficiency, access, and reliability
- Prioritizes work of Information Technology (IT) department staff based on long term technology plans that comply with District goals
- Evaluates, researches, develops, and updates District policies, procedures, and guidelines related to security, data integrity, and technology use by students and staff
- Plans, develops, and oversees administration and maintenance of the District's Wide Area Network (WAN), Local Area Network (LAN), and Wireless Network (WLAN) at all District facilities and sites
- Collaborates with site administrators, vendors, and District purchasing to provide appropriate technology at competitive pricing

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- Manages, prepares, and locates funding and grant opportunities that include, but not limited to, E-Rate, K12 Vouchers, grants and partnerships with community organizations and businesses
- Directs all activities of the Information Technology (IT) department, assures the resolution of submitted work orders, and conducts evaluation of customer satisfaction
- Selects, supervises, trains, and evaluates the performance of assigned personnel
- Performs related duties and responsibilities as assigned
- Maintains inventory of all district computer equipment

Knowledge of:

- Trends and needs of Information Technology (IT) in public K12 organizations
- Public sector business practices, including general familiarity with fiscal operations, payroll, purchasing, accounts payable, and personnel
- Technical aspects of corporate networks, including the installation, maintenance, operations, troubleshooting, and repair of structured cabling, fiber optics, servers, and firewalls
- Strategic planning and project management techniques
- Principles of supervision, training, and performance evaluation

Ability to:

- Work cooperatively and communicate effectively with staff, other districts, business partners, government agencies, and the general public
- Lead with a collaborative approach, establishing strong working relationships with colleagues and subordinates; ability to cultivate trust and credibility with colleagues
- Manage details while not losing sight of the big picture, best practices, and continual improvement
- Communicate technology initiatives to staff at all levels of the organization
- Analyze technology problems, identify potential solutions, and make appropriate recommendations
- Manage financial resources
- Assist users with software and hardware direction, guidance, and vision-setting

QUALIFICATIONS

Education:

- Bachelor's Degree in Management Information Systems, Computer Science, Business Administration, or a closely related field
- Certifications, such as ACTC (Apple Certified Technical Coordinator), MCSE (Microsoft Certified Solutions Expert), or CCNP (Cisco Certified Network Professional), preferred

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Experience:

- A minimum of eight (8) years of progressively responsible professional experience in the field of technology, including at least five (5) years of systems management experience
- Experience in K12 public education, preferred

ENVIRONMENT AND PHYSICAL ABILITIES

Environment:

- Typically, in an office environment

Physical Abilities

- Hearing and speaking to exchange information
- Sitting and standing for extended periods of time
- Bending at the waist, kneeling or crouching
- Reaching overhead, above the shoulders and horizontally
- Lifting, carrying, pushing or pulling moderately heavy objects (up to 50 pounds)
- Manual dexterity and coordination sufficient to operate computer and peripheral equipment

EMPLOYMENT STATUS

- Classified Management Position / CalPERS

SALARY/WORK YEAR

245 Work Days

Job Description: Classified Management/Director of Technology

Classified Management Salary Schedule 201, Row 5

\$9,821.00-\$11,286.00/Monthly

Board Approved: June 15, 2017