

DELANO UNION SCHOOL DISTRICT

DIRECTOR OF TECHNOLOGY

JOB SUMMARY:

Under the supervision of the Superintendent or designee, the Director of Technology plans, organizes, directs, supervises, and evaluates the acquisition and application of technology in support of all District activities; coordinates the development and implementation of the District's technology master plan; coordinates, organizes, and supervises staff development, training and technical guidance in software, educational technology and the use of systems; assists in the development of the District's technology budget in relation to relevant funding sources; and performs other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree; Master's Degree in technology-related area, educational administration, or management is preferred.
2. A minimum of five successful years in a leadership role related to technology, preferably in a school setting; a minimum of one year of experience serving teachers, support staff, and students in an educational setting is preferred.
3. Experience in providing leadership for the development of technology strategies aligned with District goals.
4. Experience in maintaining complex computer systems and software, including but not limited to network hardware, computer operating systems, applications software, and telecommunications equipment.
5. Demonstrated interpersonal and organizational skills; demonstrated leadership ability and the capacity to work successfully as part of a team; demonstrated commitment to positive, collaborative, professional relationships with students, staff, parents and community.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Demonstrated ability in supervision of technical and non-technical personnel.
2. Demonstrated success working with people at all levels of the organization in establishing goals, objectives, and action plans to produce expected results.
3. Ability to gather and evaluate facts and prepare concise reports.
4. Ability to develop and implement effective training programs for users of computer services.
5. Experience managing in-house and shared or outsourced systems, multiple hardware platforms and integrated information and communication systems.
6. Experience with the implementation and management of local and wide area computer networks.

ESSENTIAL FUNCTIONS OF THE POSITION

- A. Assists the administration in the development, implementation and evaluation of a K-8 plan for the integration of technology into all aspects of the instructional program.
- B. Analyzes technology needs in consultation with District leaders and end users; recommends updates, replacements or enhancements of hardware and software; and manages the purchase, delivery, and installation of new systems to support student learning.
- C. Develops and monitors the District web site for the purpose of providing parents and stakeholders with information regarding the activities of the District.
- D. Researches topics related to current and emerging technology (e.g. relevant policies, current practices, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.

- E. Develops liaisons with business sources and school support groups for the purpose of subsidizing the acquisition of new technology by soliciting and obtaining funding, hardware, software, expertise and/or community support.
- F. Directs department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- G. Facilitates meetings, workshops, seminars, etc. (e.g. technology committee, personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as the District representative.
- H. Manages the development of the district-wide area and local area networks for the purpose of ensuring the efficient growth and development of productivity computing for teachers, classified/support staff and district administrators.
- I. Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- J. Participates in a variety of meetings (e.g. cabinet, leadership, workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- K. Performs personnel administrative functions (e.g. training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- L. Prepares a wide variety of reference, presentation, policy, and administrative materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, requests and issues; providing audit references, and/or meeting compliance requirements.

- M. Provides leadership and technical support for the purpose of designing, developing and maintaining an efficient, unified, and fully integrated technology system.
- N. Researches and prepares educational technology grant applications, including Erate.
- O. Oversees the operation of the student information system for the management and reporting of all student-related information to CalPADs.
- P. Responds to issues involving students, staff, parents, and community members for the purpose of identifying the relevant facts and recommending or implementing a plan of action that will efficiently resolve the issue.
- Q. Perform other duties as assigned.

ESSENTIAL PHYSICAL FUNCTIONS OF THE POSITION

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

- | | |
|---------------------------|--------------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51.75 |
| 2. Occasional = 25 - 50% | 4. Very Frequent = 76% & above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 2 b. Ability to stand and circulate for extended periods of time.
- 3 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.

2 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.

2 g. Ability to lift 15 lbs.

2 h. Ability to carry 15 lbs.

2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Gives, understands, and carries out oral and written directions.
2. Works effectively in challenging situations and in changing conditions.
3. Prioritizes and schedules work.
4. Maintains and establishes appropriate confidentiality of materials.
5. Meets timelines and schedules.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of their responsibilities, duties and skills required of personnel so classified.

Board Approved: 6/25/18