

**ALISAL UNION SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
JOB DESCRIPTION**

DIRECTOR OF TECHNOLOGY AND INFORMATION SERVICES

PRIMARY FUNCTION: The Director of Technology is responsible for all technology strategy, development, and operations for the District, from systems and network infrastructure, to acquisition maintenance and disposal of individual devices, to application delivery. The position leads and manages the technology department and has the primary role in evaluating, designing, implementing, and maintaining individual technology equipment and the system-network infrastructure for the entire district.

DIRECTLY RESPONSIBLE TO: Associate/Assistant Superintendent/Business Services.

MAJOR DUTIES AND RESPONSIBILITIES:

Supervise assigned personnel responsible for planning, acquiring, and implementing new hardware, software, and services to support the learning process, data processing, office automation, and communication

Prepare detailed project plans including the scope of work, resource allocations, budget and personnel requirements, roles and responsibilities, and communicate to management for approval

Leverage and supervise external IT consultants and vendors to maintain and troubleshoot the IT operations as needed. Oversee and provide guidance for technical projects and work conducted by third-party technology vendors

Manage the staffing of the technology department along with planning, organizing, coordinating, and prioritizing workload, project management, and work performance

In partnership with Educational Services and other departments, develop and implement the District's technology strategy to include both IT services and technology integration with the curriculum.

Communicate the organization's vision and action plans to their team and lead their team in the completion of those objectives

Coordinate the E-Rate program ensuring all documents related to E-Rate funding and vendor approval are submitted in a timely and accurate manner

Develop, communicate and implement District technology policies and procedures. Consult with other district leaders on the development of technology-related Board Policies and Administrative Regulations

Develop documents and execute the Technology Plan, in conjunction with stakeholders and prioritize new requests

Direct the development and maintenance of all data systems, including feasibility studies, system analysis, and design, computer programming, conversion of data, information storage and retrieval, and management data controls

Provide a lead role in the development of bid (i.e. RFP, RFQ, RFI) requirements, evaluating vendor responses to bids, and manage and supervise all technology-based implementations

Develop, manage, and track the Technology budget, negotiates contracts for services, equipment, and support renewals

Ensure that technology solutions comply with all appropriate laws and regulations, including FERPA, CIPA, California Education Code, District Policies and Administrative Regulations

MAJOR DUTIES AND RESPONSIBILITIES (continued):

Utilize documentation software and develop standard operating procedures (SOP) documents

Performs other related duties as required

MINIMUM QUALIFICATIONS:

Knowledge of:

Excellent leadership, motivation, and communication skills are required. Leadership qualities include: integrity, attention to detail, timeliness, flexibility, and goal orientation

Software development experience with various programming languages especially as it relates to developing software interoperability between systems

Strong database experience developing complex structured query language queries

Expert knowledge and understanding of all communication protocols (i.e. routing, switching, etc....) between computing systems and in telecommunications

Integration with telecom providers ranging in various transmission mediums

Advanced knowledge of installations, upgrades, and troubleshooting of industry-standard directory service servers and web application servers

Have a working knowledge of moving data between servers and various database systems

Must have an understanding of and experience with current and emerging technologies in the enterprise IT environment

Must have an understanding of and experience with current IT management methodologies including project planning, business process management, service level agreements, service catalogs, plans of record, and enterprise architecture

Experience in working with internal and external partners is required. Ability to interface with all levels in partner organizations, including executive management

Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: experience in software development; System, Network Administration; System, Network design, and architecture experience; and/or Industry-standard System and Network certifications

Education:

AA or BA in Computer Science, Computer Engineering or equivalent computer science major.

Ability to:

Ability to research and solve complex issues independently with a strong technical aptitude.

Ability to develop strategic plans.

Ability to lead, manage, coach, and develop both technical and non-technical staff.

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MINIMUM QUALIFICATIONS:

LICENSE:

Possess an appropriate California Operator's License issued by the State Department of Motor Vehicles and be insurable.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, kneeling, and pushing/pulling of file drawers, carrying and placing computer equipment, reaching in all directions, and prolonged periods of time working at a computer terminal. Tasks may include:

1. An ability to work effectively and move about in an office and travel to local areas.
2. Physical, mental, and emotional stamina to work up to an eight-hour shift under sometimes-stressful conditions, with frequent distractions and interruptions.
3. Ability to sit for extended periods of time, up to an 8-hour shift (with the exception of breaks and lunch)
4. Ability to lift up to 40 pounds on an intermittent basis.
5. Sufficient mobility to enter/exit a vehicle and drive to various locations.
6. Sufficient mobility to lift, carry, bend, stoop, push/pull, stand and walk to install, repair, and transport technology equipment.
7. Sufficient hand/eye coordination and manual dexterity to use a wide variety of office and technology equipment, to keyboard and write, file, and maintain records.
8. Occasionally working in a cramped or restrictive work area

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT.
The work year for this position is 221 days.

Adopted: April 4, 2001
Revised: August 7, 2002 (Job Title Change Only); 05/19/2021