

**Job Title: DIRECTOR I– INFORMATION TECHNOLOGY SYSTEMS**

**Definition:**

Under the direct supervision of the Assistant Superintendent of Business Services, the Director of Information Technology Systems will plan, coordinate, organize and administer Information Systems of the District; to direct and oversee the design, configuration, implementation, installation, troubleshooting, evaluation, and upgrading of Wide Area Networks (WANs) and Local Area Networks (LANs) of digital devices, tablets, chrome books, computers, servers, data communications, software applications, security systems and VOIP systems; supervises and evaluates staff, provides technical assistance and training to District users of technology.

**ESSENTIAL JOB DUTIES:**

1. Coordinate, direct, and oversee the maintenance of District information/network systems including troubleshooting, installation, design, and upgrading of equipment.
2. Plan, organize, direct and supervises the data processing functions of the district and maintenance for the technology systems.
3. Act in a leadership capacity in developing and implementing procedures to insure acceptable levels of user proficiency, data integrity, and interface levels with various departments.
4. Work with all departments to develop and implement long range goals, procedures for the analysis of information needs, and determines future software needs and the costs of implementation.
5. Ensure proper documentation of hardware and software configurations and training/operation procedures.
6. Maintain the necessary back-up of files, supply and material control, system security at an appropriate level, logs of system and user problems, and provides solutions to identified problems.
7. Review and revise procedures, forms, and routines for the department.
8. Assist schools with infrastructure design, acquisition, and development.
9. Evaluate software to ensure suitability, compatibility and value prior to purchase.
10. Supervise and advise integration and sharing of district database data with instructional software.
11. Advise the district on developments/research in technology, maintaining leadership and forward thinking in this field.
12. Maintain student information system.
13. Develop and monitor the departmental budget; develop bid specifications for equipment.
14. Consult with departmental and site personnel to analyze information needs and existing manual and automated operations; formulate departmental/site system requirements and provide or recommend appropriate information system applications.
15. Coordinate the procurement of necessary department/site software and hardware: pricing, specifications, receiving and inspection, labeling, and set-up.
16. Provide leadership in all technical aspects of conversion to new systems including designing or supervising design of LAN/WAN configuration or other systems and overseeing installation.

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17. Determine access and security levels of users and establishes adequate security systems for information management.
18. Provide technical assistance to network users and develops, coordinates, and/or conducts training programs.
19. Support and train technical staff at all levels.
20. Collaborate in the development and writing of State, federal, and foundation grants and plan applicable to technology and information services.
21. Supervise, train, and evaluate assigned personnel and create a positive work environment
22. Other related duties as assigned.

**Minimum Knowledge, Skill, and Ability:**

**Knowledge of:**

- Technical topics such as local-area and wide-area networks, cross-platform solutions and cabling strategies; data communications equipment and related software applications; knows industry trends and general capabilities/best practices of equipment.
- Design and configuration of local and regional networks; understands operation of information systems, network technology and related equipment and software.
- Systems analysis and documentation techniques and practices, Active Directory troubleshooting techniques, diagnostic problems and corrective solutions.
- Principles and practices of organization, administration and management.
- Software licensing requirements and restrictions; pertinent federal, state, and local laws, codes, and regulations.
- Principles of budget preparation and administration; inventory methods and practices.
- Effective staff development/training techniques.

**Ability to:**

- Develop and articulate a shared vision of technology uses and benefits.
- Work in a collaborative PLC as a proactive and responsible member.
- Train, supervise, and evaluate the activities of assigned staff.
- Successfully interpret and implement policies, objectives, directives, and educational philosophy.
- Provide leadership in the design, installation, maintenance and evaluation of District-wide technology/information systems; monitor and analyze network applications and equipment for effectiveness and growth capabilities.
- Analyze problems, provide diagnostic checks, identify alternate solutions, and take appropriate action.
- Coordinate the preparation and administration of a program budget.
- Communicate clearly and effectively, both orally and in writing.
- Work independently, using good judgment in establishing priorities and keeping administration and users appropriately informed.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

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- Effectively analyze and interpret, apply, and communicate applicable federal, state, and local policies, procedures, laws and regulations.
- Prepare and present oral and written reports to a diverse audience.

**Training and Experience:**

- A minimum of five (5) years of professional level experience in the information technology services field.
- A minimum of one year in a supervisory/management capacity, with responsibility for LAN/Wan system design, installation, and operation; monitoring and troubleshooting networks, system analysis, hardware/software specification development and selection.
- A bachelor’s degree in Computer Science, Information Systems, Business Administration, or related field from an accredited college/university.
- Certifications in network design and operation (such as A+, CNE, MCNE, or ECNE).
- CA state driver’s license, automobile insurance, and access to an automobile during the work day.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work evenings or weekends.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning.

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**PHYSICAL REQUIREMENT INFORMATION**

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking	X		
Bending (neck)			X
Bending (waist)			X
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back/ neck)		X	
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0-1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0-10 lbs.			X			X
11-25 lbs.	X			X		
26-50 lbs.	X			X		
51-75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize			X
Write		X	
Plan			X
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
Radio	X		