

**CHICO UNIFIED SCHOOL DISTRICT  
DIRECTOR – INFORMATION TECHNOLOGY**

**DEFINITION**

Under general direction, to plan, develop, organize, and implement the policies, regulations, guidelines, and procedures pertaining to the District information technology, cybersecurity, and telecommunication infrastructure; to serve as a primary technical resource and liaison to District leadership, site personnel, and external partners to enhance operational efficiency and student educational outcomes; to oversee data privacy compliance and digital equity initiatives; and to do other related functions as directed.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Plans, organizes, and directs the District’s comprehensive information technology, network infrastructure, and digital services.
- Collaborates with various District departments to plan, organize, and direct student and staff development programs, including cybersecurity awareness, digital citizenship, data privacy, and proficiency in the use of instructional technology, enterprise software, and emerging digital tools.
- Confers with, advises, and collaborates with District leadership and instructional personnel concerning modern educational technology initiatives and digital learning environments.
- Serves as the District liaison to strategic planning groups, District-wide instructional and operational committees, and community groups concerned with integrated communication systems, educational technology initiatives, and digital transformation.
- Identifies, researches, and secures diverse funding opportunities, including the E-Rate program and technology-related grants, to support the modernization and sustainability of District-wide digital infrastructure and learning initiatives.
- Serves as a lead advisor to District leadership, providing strategic recommendations for resolving complex technical challenges, mitigating cybersecurity risks, and optimizing technology-driven operational workflows.
- Develops, implements, and maintains District board policies, administrative regulations, and operational procedures in alignment with evolving state and federal laws governing data privacy, cybersecurity, and digital accessibility.
- Establishes and maintains collaborative partnerships with other educational agencies, regional technology organizations, and vendors to stay current with industry trends, leverage shared resources, and optimize the delivery of technical services.
- Coordinates and directs long-range strategic planning for District-wide technology infrastructure, including cloud-based systems, disaster recovery, business continuity, and the sustainable lifecycle management of hardware and software assets.
- Provides oversight and leadership for District technology projects, utilizing project management methodologies to ensure initiatives are completed on time, within budget, and in alignment with stakeholder requirements. Plans, organizes and directs a variety of management and program evaluation reports.
- Directs, supervises, and evaluates the performance of Information Technology department personnel; establishes a culture of high-quality customer service, technical excellence, and continuous professional growth.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Principles, techniques, strategies, goals, and objectives of public education;

- Enterprise-level information systems and software ecosystems, including the principles of architecture, integration, interoperability, and centralized management of diverse operational platforms;
- Methods, techniques, and Key Performance Indicators concerning the assessment, cybersecurity auditing, and performance evaluation of District information systems and network infrastructure;
- Federal, state, and local laws, codes, and regulations governing K-12 technology, including student data privacy (e.g. FERPA, SOPIPA, COPPA), cybersecurity standards, and telecommunications compliance (e.g. CIPA, E-Rate);
- Regional, state, and national technology organizations, consortiums, and vendor ecosystems that provide resources, advocacy, and collaborative opportunities for educational agencies;
- Modern instructional technology frameworks, including Multi-Tiered System of Supports (MTSS) and the integration of digital tools within curriculum design to enhance student engagement and data-driven outcomes;
- Human relations strategies, conflict resolution strategies, and team building principles and techniques.

**Skill to:**

- Safely operate a motor vehicle.

**Ability to:**

- Provide strategic leadership and management of comprehensive information technology initiatives that align with District-wide goals and objectives;
- Analyze complex data sets and assess system performance to provide evidence-based recommendations for program improvement and emerging technology adoption;
- Direct the evaluation of District-wide digital ecosystems, integrated communication systems, and instructional technology initiatives to ensure operational efficiency and educational efficacy;
- Serve as a strategic resource and subject matter expert to instructional staff, administrative leadership, and community stakeholders;
- Communicate complex technical concepts effectively in oral and written form to both technical and non-technical audiences;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish, direct, and maintain effective organization, community, and public relationships.

**EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:*

**Experience:**

- Four (4) years of successful information, telecommunication, and technology experience preferred.
- Two (2) years of supervisory experience preferred.

**Education:**

- Completion of a bachelor's degree or higher degree from an accredited college or university in instructional technology, telecommunication, computer science, or a closely related field preferred.

**SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**License Requirement:**

- Possess and maintain a current, valid driver's license and safe driving record.

**Conditions of Employment:**

- Insurability by the District's liability insurance carrier.
- When driving personal vehicle, in the execution of job duties, employee must possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple worksites and locations, as needed.
- Must be at least 21 years of age.

**PHYSICAL DEMANDS**

*The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.*

- Exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Ascend and descend ladders, stairs, scaffolding, and ramps.
- Walking or standing for extended periods.
- Perceiving the nature of sound.
- Near and far vision, depth perception.
- Communicate clearly to provide oral information.
- Manual dexterity to operate equipment and use hand tools as handling and working with various materials and objects are important aspects of this classification.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.