

William S. Hart Union High School District

Position Description

Position: Director of Technology Services	FLSA: Exempt
Approved by: Personnel Commission, June 15, 2011	Salary Range: CM-23

Summary

Under the direction of the Assistant Superintendent of Educational Services, takes a leadership role in planning, organizing, and supervising major aspects of technology in support of district activities with an emphasis on technical operations; writes the District's technology master plan; oversees the maintenance of technology systems; assists in the development of the technology budget.

Distinguishing Career Features

The Director of Technology Services serves as the District leader in planning, organizing and supervising major aspects of technology. The Director of Technology makes policy and procedure recommendations to address District-wide technology needs and effectively integrate technology into curriculum. Advancement to this position is based on need and compliance with the qualifications of the position, including the ability to effectively plan, direct, administer and integrate a variety of technologies.

Essential Duties and Responsibilities

- Directs and coordinates the planning, development and implementation of systems which applies technologies to district-wide needs.
- Coordinates curriculum integration, professional development, and productivity applications to ensure operational compatibilities and software support.
- Suggests necessary changes in District policies and procedures as they relate to technology and integration of technology into curriculum.
- Coordinates the review and assessments of advanced technology.
- Serves as a resource person in the identification of technology for educational and business uses.
- Participates in preparing budgets and financial data as necessary.
- Coordinates the establishment of policies and procedures for the protection of hardware, software, and data.
- Ensures the availability, recoverability, and where necessary, integration of databases.
- Provides technical advice to purchasing department in requesting bid proposals for acquisition of technology equipment and for ongoing program to maintain and repair hardware and software of computers.
- Attends meetings regarding modernization and new construction; advises in matters of technology and some low voltage systems.
- Selects, supervises and evaluates assigned staff.

- Prepares reports for the Superintendent and Governing Board.
- Participates on Superintendent's cabinet and Administrative council.
- Reviews and writes the State required district technology plan.
- Serves as District representative to school site librarians. Attends library meetings. Resolves technology-related library issues.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Various forms of electronic technology suitable for educational applications.
- Principles and practices of organization, administration, and personnel management.
- Budget preparation and administration.
- Operational characteristics and requirements of personal computer systems, networks, and peripheral equipment.
- Internet, internet filtering and web-related technologies.
- Working knowledge of education, instruction and programs.
- Effective supervisory techniques including work assignment and delegation, performance evaluation, training and motivation.
- Personal computer based software programs that support this level of work including, but not limited to, word processing, spreadsheet, and special applications used by the department.
- Writing skill to develop professional correspondence and reports.
- Effective oral communication to conduct meetings and make presentations.
- Sufficient human relations skills to supervise others and resolve escalated issues.

Abilities

- Effectively plan, direct, administer and integrate a variety of technologies.
- Analyze problems, identify solutions and implement recommendations in support of goals.
- Read, interpret, apply and communicate applicable federal, state and local policies, procedures, laws and regulations.
- Establish and maintain productive and cooperative working relationships with others.
- Select, evaluate and supervise personnel.
- Communicate effectively both orally and in writing.
- Prioritize and organize work to meet deadlines.
- Travel to various District locations and school sites.

Physical Abilities

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to move to various office and school site locations.
- Hand-eye coordination and manual and finger dexterity to operate a computer terminal, write, keyboard and operate other standardized office equipment.
- Near visual acuity to read printed materials and computer screen.
- Auditory ability to carry on conversations in person and over the telephone.
- Bend at waist, kneeling or crouching.
- Retrieve work materials from overhead, waist, and ground level files.
- Lift, push, and pull objects of moderate to heavy weight.

Education and Experience

Bachelor's degree in computer science, educational technology or related field and five years of experience in educational technology including two years at a supervisory or management level. Additional experience may be substituted for higher education on the basis of two years of experience for one year of college.

Licenses and Certificates

Valid California driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.