

SANTEE SCHOOL DISTRICT  
DIRECTOR, INFORMATION SYSTEMS TECHNOLOGY

DEFINITION

Under the direction of the Superintendent or designee, the Director, Technology is responsible for the district-wide direction, coordination, integration and implementation of technology.

EXAMPLE OF DUTIES:

1. Collaborates with the Director, Instructional Technology to present a cohesive integration of technology across the District.
2. Develops and recommends district policy and regulations, system standards and operating procedures.
3. Administers regulations, evaluates, and assists in the preparation of bid specifications for the development and/or purchase of hardware/software.
4. Evaluates, negotiates, and aids in the writing of bid specifications for the development and/or purchase of administrative and instructional hardware/software solutions.
5. Develops and administers department budget.
6. Forecasts district needs, requirements and future direction for technology plan.
7. Develops infrastructure plan for the future needs of the district.
8. Develops, implements and maintains recovery and physical security procedures.
9. Responsible for open communication and problem solving among users of information systems.
10. Conduct regular training and inservice sessions for district personnel.
11. Provides hardware and software inservice.
12. Facilitates the development, revisions and implementation of district technology plan and program.
13. Coordinates technology hardware, software and digital development to support classrooms, schools, offices and departments.
15. Facilitates ongoing district-wide needs assessment and technology implementation.
16. Responsible for delivery of efficient, effective day-to-day information system and technology services.
17. Responsible for the interconnection of multiple operating systems, desktop computer applications, and network protocols.
18. Systemically plans for the development and implementation of new, efficient and effective operating systems that maximize district resources.
19. Systematically shares the latest applications of technology as an instructional tool, e.g., newsletter, tech center and Internet.
20. Assist in the development and maintenance of the district technology plan.
21. Responsible for design, installation, and maintenance of LANS/WANS.

### EXAMPLE OF DUTIES: (Continued)

21. Analyzes system configuration and hardware problems, and performs and oversees modification, repair or other solutions.
22. Implements and coordinates training to ensure levels of technological competency.
23. Supervises employees with technical skills.
24. Capably works with a variety of clients including internal and external stakeholders, classroom teachers, administrators, department personnel and outside vendors to support technology goals and program.
25. Offers leadership to the District Technology Information Systems Team.
26. Manages projects on interrelated time lines.
27. Works cooperatively with the public and staff.
28. Other management duties as assigned.

### QUALIFICATIONS GUIDE

#### Expert Knowledge of:

Systems development and maintenance techniques, computer systems management practices, principles of electronic data communications, at least one programming language such as COBOL, Visual Basic, C or C++, operating system design and structures, management of local area networks, telecommunications equipment and systems, and effective methods of communication.

#### Ability to:

1. Establish and maintain effective financial controls and records.
2. Plan, organize, direct and evaluate the work of others.
3. Analyze problems and prepare written and oral reports.
4. Understand, carry out and give oral and written instructions.
5. Establish and maintain cooperative relationships with those contacted in the course of work.
6. Work effectively with parent, community and staff on various district and Board advisory committees.
7. Work effectively, both independently and as a member of a team.
8. Organize and direct operations of the technology department to support district needs.
9. Design, code, test and modify programs to meet user requirements successfully.
10. Maintain strong service orientation.
11. Develop strong and favorable people relationships.
12. Meet schedules and time lines.
13. Work effectively under pressure.
14. Effectively assess vendor and consultant proposals.
15. Strategically brainstorms present and future technology needs.
16. Develop and communicate the vision for the future of effective technology systems in the district.

Training and Experience:

Bachelor's degree or equivalent technology experience required.  
Progressively responsible experience in the development, installation and maintenance of information systems.  
Experience in a school district or other large public agency desirable.  
Valid California Driver's License and eligibility for district insurance.

Characteristics:

Good health and good physical condition, agility and strength commensurate with duties of the class. Requires lifting of up to 50 pounds. Sufficient stamina, dexterity and mobility to: work evenings or weekends, as necessary, in addition to regular hours; sit at and operate a computer for extended periods of time; operate a variety of computer keyboards, electronic medium and peripheral equipment; load software and assemble, test and disassemble some computer components; travel from site to site and move to various work locations. Sufficient vision to read text on a computer screen, in technical manuals, and on office forms and reports. Sufficient hearing and speech to comprehend office conversation and to communicate orally in a clear, understandable manner. Possess good people skills.

Work is performed in office environments at various district locations, including schools.

Mental Functions:

Ability to: think logically and analytically for, and concentrate for long periods of time on, systems and program development and/or evaluation; comprehend abstract technical concepts and complex applications; exercise creativity, persistence and patience in problem resolution; and make abstract technical concepts understandable to users.

ADOPTED: November 7, 1995

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