

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Director Technology Services

CLASS DEFINITION

Under the supervision of the Assistant Superintendent, Educational Services, develops, coordinates, implements, and manages technology in the School District. Provides leadership and coordinates the District's instructional and administrative technology applications.

QUALIFICATIONS

- Experience:
- Increasingly responsible supervisory or managerial experience in the development and maintenance of computers and network systems, computer and technology repair service, system programming, user training, budgeting, and management contracts and contractors.
 - Experience with Internet applications and World Wide Web systems.
 - Supervisory experience with Windows NT/2000, E-Mail, and Exchange Servers.
 - Three years experience in maintaining, repairing and managing LANs and WANs.
- Education:
- Graduation from an accredited four-year college with a bachelor's degree in computer science, business or public administration or other acceptable field; or significant related experience may be submitted for up to two years of college credit.
- Knowledge and Abilities:
- Computer networks technology, digital communications in local and wide area networks;
 - Skill in computer operations and network support, hardware/software problem resolution, customer support dynamics;
 - System operating software related to various computer platforms and to networks and networking systems;
 - Skillfully install, maintain and support a variety of computer hardware and software products;
 - Learn, interpret, and apply complex regulations, guidelines and operational procedures;
 - Ability to manage projects and work flow for timely completion;
 - Ability to communicate effectively in both oral and written form;
 - Ability to analyze and resolve operational problems and develop effective system solutions;
 - Policies, regulations, and guidelines as they relate to the purchase and use of software specifically copyright laws and the use of licensed equipment and materials;

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- Travel to various locations;
- Knowledge of e-mail packages, NT 4.0, Windows 95, 98 and 2000 and MAC OS compatibility;
- Knowledge of Microsoft Office Suite and a variety of other word processing, graphics and spreadsheet programs;
- Knowledge of, or experience with, system integration and shared resource concepts;
- Establish and maintain an effective working relationship with those contacted in the course of work;
- Ability to communicate clearly in oral and written forms.

Required Licenses and Certificates:

- A valid California Driver's License
- Insurability by the District's liability insurance carrier
- DMV Driving Record Print-out
- Computer Repair Certification
- Certification as Network Specialist or Engineer

SUPERVISION FROM

Assistant Superintendent Educational Services

SUPERVISION OVER

Support staff as designated by Supervisor

TERMS OF EMPLOYMENT

Work Year: 225 Days

Length of Work Day: Eight hours exclusive of a lunch period, as assigned by Supervisor.

Salary: Appropriate placement on Classified Management Salary Schedule

EXAMPLES OF DUTIES

1. Plans, organizes and directs the District's technology including the network and cabling, computers and servers, software and work stations for administrative, business and instructional purposes.
2. Initiate, conceptualize, formulate, analyze and prepare new programs and systems.
3. Direct the development and installation of effective techniques for improving data processing systems.
4. Oversee and direct the operations, services and activities of the Technology Department.
5. Develops new network expansions; researches, plans, reviews, recommends, and implements expansions for all Local and Wide Area Networks.
6. Investigates and coordinates system enhancements.

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7. Coordinates and monitors computer system support services provided by outside vendors.
8. Evaluates, recommends and coordinates the purchase and implementation of necessary computer hardware and/or software.
9. Oversees and evaluates work assignments and performance of the Technology Services Department. Measures performance of personnel, equipment, and systems.
10. Recommends policy and management decisions relating to computers, work stations, curriculum integration, software, security, and related technology.
11. Evaluate and prioritize work orders and schedule appropriately.
12. Manage the district's network systems, e-mail systems, student informational systems and other data systems.
13. Coordinates with Educational Services to provide staff development and training activities for district staff and volunteers in the area of instructional and administrative technology.
14. Remain current in information technology through professional associations, journals, contact with manufacturers, etc.
15. Serve as district representative with architects, engineers, and other design professionals in preparing short and long-range facility plans.
16. Directs and participates in the preparation and administration of the department budget.
17. Evaluates new technical developments in view of the District's plans and objectives.
18. Assists in the design and maintenance of the local and wide area networks.
19. Establish and maintain records related to computer and computer networking equipment, repairs, installations, and applications.
20. Provide inservice training to certificated and classified staffs in the areas of hardware and software use and application.
21. Serves on district technology committees and participates in ongoing modification and implementation of district technology long and short range plans.
22. Troubleshoots computers, peripherals and networks, and makes appropriate repairs.
23. Keeps current with latest technology by participating in training programs.
24. Performs other related duties as assigned.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work requires some physical exertions such as lifting, reaching, pushing and/or pulling of objects weighing up to 50 pounds; sitting for extended periods; fine manual dexterity, talking/hearing, and near and far visual acuity, depth perception and color vision.

Board Approved: 6/26/01