

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION

DIRECTOR-INFORMATION TECHNOLOGY

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plan, organize, control and direct the operations and activities of the District's Information Technology Department; serve as a member of School and District management teams; direct the development and maintenance of a networked information system, integration of technology and IT training and support services; collaborate with District administrators in providing support to teachers and staff in implementing the District's information technology plan; supervise the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the Information Technology Department; develop, implement and evaluate long-range goals for the application of computers and technology in instructional programs and administrative offices; monitor progress toward goal attainment.
- Direct the development and maintenance of a networked information system including systems analysis and design, computer programming, conversion of data, instructional technology, and information storage and retrieval; assist in the development of standards of hardware and software use.
- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Manage District servers, LAN and WAN connectivity and functions; develop, implement and manage District intranet and websites.
- Coordinate the automation of Districts administrative functions including business services and student records systems; coordinate, schedule and manage the service resources required to maintain equipment and software for both instructional and administrative systems.
- Direct, manage and evaluate instructional technology, informational and communication services.
- Assist IT technicians and support staff in troubleshooting software and hardware issues and identifying appropriate levels of repair needs.
- Perform a variety of technical duties involved in the design, installation, configuration, and maintenance of the wide-area networks (WANs) and local area networks (LANs); resolve network related problems.
- Determine technology needs; evaluate potential products and services and assure compliance with established objectives, priorities and resources; analyze proposals for technology submitted from various personnel.
- Provide technical expertise, information and assistance to administrators regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Collaborate with District and community, county, state technology resource personnel in ongoing pursuit of effective and efficient ways to best implement the objectives of the Districts Information Technology plan.
- Communicate with other administrators, personnel, vendors, service providers, and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; support site administrators with running computer labs.
- Provide support in planning and implementing professional development activities involving information and communication technologies; design and implement in-service programs to support the integration of

technology in the classroom and office; in coordination with the Director of Curriculum and Instruction, provide leadership to District's and site-level technology committees in optimizing the effectiveness and efficiency of operations through the use of technology.

- Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a computer, assigned software programs and related peripherals; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings and trainings as assigned; attend conferences and workshops to maintain current knowledge of emerging technological trends, development and research.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: bachelor's degree in information technology, computer science or related field and five years increasingly responsible experience in a multi-platform Apple and Windows-based environment including LAN/WAN network management and the administration and maintenance of management information systems including two years in a supervisory capacity.

DESIRED QUALIFICATIONS:

- Three years management or supervisory experience.
- Related experience in educational field is desirable.

Knowledge of:

- Planning, organization and direction of the Information Technology Department.
- Computer languages, computer industry standards and programming fundamentals.
- Understanding of system analysis principles and practices and their application to school districts and school site administration.
- Principles and operations of LANs and WANs, data communication systems and related software.
- Installation, maintenance and repair of information systems equipment.
- Technology and computer software supports related to instruction and administration.
- Operational characteristics and requirements of personal computers and networks and related peripheral equipment for Apple, Window-based or other platforms.
- Use of various computer systems and software and their application to established needs.
- Principles, practices and languages used in communication-oriented computer systems.
- Budget preparation, forecasting and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software including educational and business software applications.
- Public speaking techniques.

Ability to:

- Plan, organize, control and direct the Information Technology Department.

- Direct the development and maintenance of a networked information system.
- Direct, manage and evaluate instructional technology, informational and communication services.
- Supervise the performance of assigned personnel.
- Plan and implement the installation and use of integrated information technologies in an educational system.
- Communicate effectively both orally and in writing.
- Conduct effective professional development in information technologies.
- Maintain current knowledge of technological advances in the field.
- Design, install, configure, and maintain the WANs and LANs.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office Environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to view a computer monitor and read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 05/13/98, 02/14/18

FLSA Status: Exempt