



LOWELL JOINT SCHOOL DISTRICT

DIRECTOR OF EDUCATIONAL & INFORMATION TECHNOLOGY

Classified Management Salary Schedule

JOB SUMMARY:

Under the administrative direction of the Superintendent of Schools the director is responsible to plan, organize, manage and direct the information services activities and functions; to formulate programs and policies concerning information service and technology planning, development, and operations; supervise, review and evaluate the performance of information service personnel; to advise, counsel, and direct the development of information services and technology applications to meet user requirements; policy development and implementation; and to do other related work as directed.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Review, analyze, and evaluate information and technology service, and determine the impact on the near and long-term planning process.
- Plan, schedule, audit, supervise and participate in the preparation, implementation and maintenance of the District information and technology service master plan.
- Administer information and technology service budget planning and expenditure control process.
- Plan, organize, develop, and present management reports concerning information services and technology development projects, resource utilization, and operational performance.
- Perform and direct studies and research functions pertaining to long range equipment and staffing needs in the development and implementation of a Wide Area Network.
- Train, supervise and evaluate the performance of information and technology service personnel, and assists them in determining alternative solutions concerning unusual and unforeseen problems and situations.
- Develop or assist in the development of improved information and technology service management systems and procedures.
- Provide, coordinate, and direct the in-service and training of user personnel in information and technology service operational programs.
- Monitor and audit the information and technology services management functions to ensure compliance with established operational procedures and guidelines.
- Perform technical and specialized system analyses and programming management functions.
- Perform information, technology, financial and statistical research studies.
- Participate with advisory and planning committees and groups pertaining to information and technology services.
- Identifies and formulates services goals to meet state and federal legal mandates and guidelines; establishes processes for monitoring and auditing program functions and activities; develops policy and procedures to ensure that legal mandates are met for various programs; assists school sites with the cyclical planning process related to School Technology Plan development.
- Develops, implements, and monitors budgets for a variety of programs.
- Supports the development, implementation and management of standards-based assessment process for the District; oversees the selection of assessment and diagnostic instruments and analysis of site evaluation data; provides in-depth presentations to teachers, administrators, parents and community members.
- Supervises the work of specialists, and other clerical/technical staff and evaluates performance; responsible for employee discipline and termination of employees.
- Prepares accountability reports and state-required reports for specific programs.
- Supervises the summer programs and operations.
- Responsible for the selection for purchase required software and hardware, applications, database applications, student information system, servers, and network support software.
- Completes required state and federal reports; completes needs assessments and grant forms, and develops budgets for grant applications.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Principles, methods, practices and trends concerning information and technology service systems and equipment.
- Legal mandates, policies and regulations pertaining to information and technology services.
- Contemporary information and technology service hardware and software systems and equipment.
- Windows operating systems and all Mac operating systems; student information system; web, file, domain name, proxy; library automation applications; data backup and storage; Internet filtering solutions; TCP/IP and Apple Talk network protocols.
- Google Application for Educational Platform and its application in classroom instruction.
- Principles, practices and techniques of organization, supervision, employee motivation and training.
- Principles and practices of general management.
- Principles and practices of supervision and evaluation.

Ability to:

- Diagnose and maintain all District information systems and all educational technology.
- Perform responsible and technical system analyses, and information and technology service planning and direction.
- Organize, supervise, train and evaluate the work of information and technology service personnel.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with vendors, architects, contractors, and District administrators.
- Effectively supervise employees.
- Maintain insurability to drive a District vehicle.

Education/Training/Experience:

Graduation from an accredited college or university with at least a Bachelor's degree in a related field. Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. Five years of responsible information services and technology management experience, including one year in an educational organization management preferred. Experience with both PC and Macintosh platforms required.

Licenses/Certificates/Special Requirements:

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Persons performing service in this position classification will exert up to 65 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work will involve sitting, but will involve walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Mental Demands:

Employee must be able to use written and oral communication skills; read and interpret data, information, and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact cooperatively with District staff, managers, instructors, vendors, contractors, other organizations, and the general public; occasionally required to deal with conflict situations.

Work Environment:

While performing the duties of this job, the employee works in indoor, outdoor, office, and classrooms. The employee will work with noise from equipment operation. The employee will travel to a variety of schools. Noise level in the work environment is usually quiet to moderate and occasionally loud.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.