**LA HABRA CITY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**DIRECTOR of Technology**

**Definition:**

Under general supervision of the Superintendent or designee, plan, organize, and direct the District’s information technology program; coordinate and support the selection and utilization of computer hardware and software, and related technology for the District’s instruction and administrative needs; provide leadership in the development of information management systems and educational technology application; supervise and evaluate the performance of assigned personnel.

**Typical Tasks:**

* Participate in identifying, planning and establishing goals and objectives related to technology district-wide.
  + Plan, organize and direct the District’s information technology programs; monitor and revise the District’s technology plan.
  + Supervise all network wiring, network installation and management; maintain, support and oversee upgrade of all email and Internet access.
  + Provide technical support for users of computer systems district-wide; respond to requests for technological assistance from district, department and site personnel.
  + Direct and oversee the administration of systems and services of the department; assures proper and efficient operation in schools and departments***.***
  + Collaborate with the technology information staff in forecasting needs requirements, providing recommendations and implementing procedures for improving efficiency.
  + Develop and effectively manage technology budget to maintain fiscal accountability; identify and secure funding for implementation of technology via Federal, State and regional grants and discounting opportunities including serving as the District E-Rate coordinator.
  + Coordinate and review the procurement of all equipment, materials and supplies related to technology; consults with school site administration and district departments on future hardware and software selections to ensure maximum compatibility with existing technology resources.
  + Collaborate in the planning, designing, establishing district guidelines in the implementation of district infrastructure, network installations, network access, maintaining data security, and telephone services.
  + Plan and provide technology training, in-service, outside training and support activities related to use and implementation of technology for teaching staff, support staff, and administrators.
  + Supervise, direct and evaluate the performance of assigned personnel in the repair, maintenance, and upgrade of computers, peripherals, hardware and software.
  + Assure compliance with applicable state, local, federal rules and regulations as well as District policies and procedures.
  + Prepare oral and written presentations to Board of Education, Superintendent, Administrative Group and others as required.
  + Attend and represent District at county level meetings for Information Technology and Educational Technology.
  + Perform other related duties as assigned.

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**Minimum Qualifications:**

Education/ Any combination equivalent to: a bachelor’s degree, preferably in business, computer science or

Experience related field with comparable work experience in the technology field; and/or five years of increasingly responsible experience in the area of information technology management, preferably in the public education sector.

**Knowledge of:**

* Principles, methods, practices and procedures related to technology and information systems, systems design, network concepts, local and wide area networks, and applications.
* Laws and regulations relative to the use of technology in a public education system.
* Current legislative actions and other legally mandated administrative regulations; state, county, and community resources and agencies; principles of budget preparation and financial record-keeping procedures.
* Data communications, network design, protocols, services, and remote access.
* Applications in the fiscal services and human resources area such as (QSS), student information system (Aeries),student assessment data (Data Director), communication to parents (Teleparent), and student curricular applications.
* Computer platform and peripherals.
* E-Rate process and application.

**Ability to:**

* Plan, organize, supervise, and administer multiple technology related projects and staff concurrently.
* Manage and prioritize workload with flexibility.
* Analyze problems and arrive at sound solutions.
* Troubleshoot network, computers and peripherals.
* Be self-motivated and work independently with minimal supervision.
* Communicate effectively both orally and in writing.
* Work effectively with a variety of groups including teachers, students, administrators, vendors, consultants, community members as required.

License: Must have and maintain a California Driver’s License and be insurable.

**PHYSICAL REQUIREMENTS**

The work environment and physical demands of the position as described below is representative of those that

must be met by an employee to successfully perform the essential functions of a position in this Technology

classification.  These physical standards are generic in nature and tasks may vary dependent on school site or

specialized department assignment.

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**Work Environment**

This position may involve the following: constant interruption and direct contact with vendors and employees; a high volume of responsibilities that will require directing and/or supervising staff. Working in an office environment where the noise level is usually quiet. Working on multiple and/or variety of tasks simultaneously.

**Physical Demands**

The physical demands of this position include: ability to sit for extended periods of time; some walking and standing; bending and stooping, reaching at, below and above shoulder level; grasping, lifting and moving files and documents typically weighing less than 50 pounds. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary; hearing and speaking ability sufficient to provide information via phone, intercom and personal contact is also needed. Specific vision abilities including close vision, depth perception and the ability to focus are required.

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

Supervisory Salary Schedule

Range: 8

Schedule: 1

Last Reviewed: 7/1998

REVIEWED BY THE COMMISSION: November 2, 2010 (1ST Reading)

January 4, 2011 (2nd Reading)

February 1, 2011 (3rd Reading)

September 9, 2014 (1st Reading/Updated)

October 7, 2014 (2nd Reading)