

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Information and Instructional Technology Services Director

DEFINITION:

Under the general supervision of the Superintendent, the Information and Instructional Technology Services Director works closely with the Superintendent, Directors and the District Leadership Team, provides dynamic, responsive, collaborative and forward-thinking vision, leadership and management of communications, information, and technology systems and related services to support the mission and goals of a high performing District. This includes providing leadership and direction to technology committees, commissions and task forces formed to assist the District in addressing the future needs. This also includes the planning, development, implementation, management and maintenance of all applications, infrastructure, security, networks, technology and training, as well as comprehensive support for the teaching and learning activities of the staff and students.

EXAMPLES OF ESSENTIAL DUTIES AND MAJOR RESPONSIBILITIES:

- Leads and coordinates the duties of department staff and employees assigned.
- In collaboration with the Educational Services Department, leads the development, revision and implementation of the District's Technology Plan and related policies and procedures; providing strategic vision and leadership in anticipating and developing innovative responses to future needs and challenges regarding both the District's information technology systems and practices as well as technology in the instructional program.
- Works collaboratively with schools to integrate technology into the instructional program.
- Promotes participation of and collaboration with teachers, technology coaches, support staff, site and district leadership in needs assessment, program development, service delivery efforts and project review.
- Collaborates with District departments to provide training initiatives both within the department, for District office staff, and for technology users throughout the District, as appropriate.
- Provides oversight and direction for integrated data communications networks, infrastructure upgrades and the use of integrated database management systems.
- Implements and evaluates systems and procedures to protect data integrity, security, reliability and accessibility.
- Organizes and coordinates appropriate staff development activities to ensure proper use of equipment and programs. Assures training is both operational and conceptual in scope.
- Develops functional specifications, standards and requirements for hardware and/or software purchases and design to ensure optimum system and end-use performance.
- Coordinates the systems design work necessary to support the integration of information systems and platforms, effective use of hardware, software and system networking, including cloud technology.

- Plans, organizes and implements long and short-term efforts and activities designed to enhance communication programs and services; develops and maintains quality standards for District publications and information resources for the WUSD and broader communities.
- Develops, reviews, and ensures updated content for the District website and social media sites; collaborates with designated website administrators from each site/department in implementing website and social media communications.
- Evaluates technological changes, emerging technologies and best practices in computer and communication fields to recommend innovative and cost effective integration of new technologies.
- Leads the evaluation, selection and implementation process for new software and hardware acquisition that is both cost effective and appropriate to the evolving needs of the District.
- Manages operating budget covering all centralized computer support throughout the District and recommends prudent fiscal approaches for long-term hardware and software acquisition and maintenance.
- Participates in the selection and evaluation of assigned staff.
- Assesses the need for and seeks technology funding opportunities, including public and private grants, District financing initiative, E-Rate opportunities, and public and private partnerships.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Best practices strategies in educational technology.
- Standard media and communication practices, policies and procedures, along with communication technology applications.
- Information technology practices and trends in both private and public sector organizations of similar size and complexity.
- School business, student record keeping, pupil personnel applications, including scheduling, grade reporting, attendance accounting and purchasing.
- Evolving uses of classroom technology that intersect with District-wide technology infrastructure.
- Technology integration in support of the instructional program.
- Complex computer systems design, analysis and operations, with background in managing integrated database file structures.
- Operating systems and integration of personal computers in information systems.
- Educational trends such as Common Core State Standards, Smarter Balanced Assessments, and cloud based educational applications.
- Education code, administrative and board policy, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts.
- Staff supervision, staff development and effective leadership techniques.
- Funding sources for educational/technology programs and the variety of related regulations, controls and reporting procedures.

- Data processing systems and procedures, accounting, training methodology, networks and personal computer software and hardware.
- Consensus building techniques, collaborative problem solving, and conflict resolution strategies.

Ability to:

- Articulate a shared vision for the use of technology in educational programs, business services and operational functions.
- Articulate and understand complex issues, facilitate efficient and effective problem-solving and decision making.
- Respond promptly to request of internal and external clients; provide needed directions, assistance, training, materials and resources.
- Analyze and coordinate staffing needs in conjunction with the Educational Services Department.
- Plan, direct and establish priorities and simultaneously coordinate a variety of projects.
- Identify and analyze present and potential problems, develop and evaluate solutions and propose plans of action.
- Organize, coordinate and administer assigned programs and activities related to communications and technology services.
- Prepare and present clear, concise and accurate reports, and also develop and deliver effective presentations to small and large audiences, including Board presentations.
- Work effectively with a wide and diverse skill level of technology users, managers and community members.
- Use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contacted in the course of work.
- Establish and maintain cooperative and professional working relationships with individuals, groups, and vendors.
- Supervise and evaluate the activities of technology services staff.
- Utilize technology for instruction, information, communication and data management.
- Analyze job requirements for and train subordinate employees.
- Develop and manage department and project budgets.

Education and Experience:

- A Bachelor's degree in Business Administration, Management Information Systems, Computer Science or related field, or the equivalent of work-related experience.
 - Five (5) years of increasingly responsible management information systems experience, including responsibility for developing procedures and applications, major system upgrades and new software implementations and performing systems analysis and programming work and supervising operations and technical personnel.
 - Experience in the administration and oversight of electronic, technology-based communications.
- ❖ To be held as a Certificated position, the incumbent must hold a valid Administrative Services Credential or be able to provide verification of enrollment in a CTC approved Administrative Services Program.

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.

- Visual acuity sufficient to work at a computer screen frequently and throughout the day, near and far visual acuity, depth perception, color vision sufficient to recognize people, works and numbers
- Frequent standing, and occasional bending, stooping, kneeling
- Occasional crawling in confined spaces in buildings
- Lifting up to twenty-five (25) pounds frequently, fifty (50) pounds on an occasional basis and in excess of fifty (50) pounds with assistance. The heavy objects to be lifted include personal computers, printers, and related equipment
- Speaking and hearing ability sufficient to hear over phone and carry on routine conversations
- See to read manuals, video display screens and other related material
- Speak clearly
- Drive an automobile and transport equipment and documents
- Sit for extended periods in a typing position
- Reaching, pushing/pulling
- Hand-eye and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment
- Work is performed in an office environment with minimal exposure to health and safety consideration

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

First Reading: 01/20/2015

Board Approved: 01/20/2015

Revised: 12/21/17

Approved: