BASIC FUNCTION:
Under the general direction of the Associate Superintendent, plans, organizes, directs, and administers district-wide integration and implementation of technology; coordinates the implementation of technology integrated and standards based instructional programs in classrooms; supervises certificated and classified technology based professional development to ensure the ongoing implementation of high standards of instructional practice, services and assistance.

DISTINGUISHING CHARACTERISTICS:
Directs and coordinates the Technology Department services and aligns them to the District's mission and goals. Leads the collaborative development and implementation of a shared vision for comprehensive integration of technology throughout the District. Job responsibilities are not limited to the following examples of duties and functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Supervises Technology Department employees.

Collaborates with the Director of Learning to establish the vision, goals and objectives for a cohesive integration of curriculum and technology across the District.

Creates and expands strong community, business, educational and private partnerships, alliances and strategies.

Assists in the preparation and administration of centralized technology project budgets supporting integrated technology instruction.

Facilitates the development, revisions, maintenance and implementation of the district technology plan and program.

Prepares budget and funding strategies for instructional technology projects and professional development programs.

Directs and coordinates the interconnection of multiple operating systems, desktop computer applications, and network protocols.

Assists in the piloting, implementation and evaluation of technology based instructional programs

Plans, organizes, and implements research based professional development in a variety of professional settings for administrators and instructional staff on topics such as: technology integrated instruction; technological competency; and technology as an instructional tool.

Coordinates technology hardware, software and digital development to support classrooms, schools, offices and departments.

Board Approved: November 15, 2016   Salary Range: Mid-Management

Directs and coordinates the delivery of efficient, effective day-to-day information system and technology services including: design, installation, and maintenance of LANS/WANS; analysis and resolution of system configuration and hardware problems; and security procedures.

Educates the school community on the safe, ethical and legal use of digital information and technologies.

Meets regularly with administrators and staff to establish future goals and identify specific training needs of district certificated and classified personnel.

Supports administrators in developing site technology plans.

Works with a variety of clients including internal and external stakeholders, classroom teachers, administrators, and outside venders to support technology goals and program.

Administers regulations, evaluates, and assists in the preparation and writing of bid specifications for the development and/or purchase of hardware/software; works closely with vendors and suppliers to promote the best utilization of District resources.

Accesses digital resources for classroom teachers and administrators.

Creates, gathers and organizes educational technology strategies and resources for staff in an online depository for easy reference.

Coordinates the preparation of District technology such as orientation for new teachers and staff members.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Curriculum and instruction techniques, including integrated technology training;
Successful staff development practices and exemplary presentation skills.
Interpersonal skills and organizational skills.
Components of the technology environment: software, hardware, infrastructure and digital-web interface.
Effective financial controls and records
Systems development and maintenance techniques, operating system design and structures
Computer systems management practices,
Principles of electronic data communications,
A minimum of one programming language,
Management of local area networks, telecommunications equipment and systems, and effective methods of communication.

Board Approved: November 15, 2016   Salary Range: Mid-Management

ABILITY TO:
Lead groups, analyze situations and needs, carry out directives and communicate effectively
Manage a department; plan, organize, direct and evaluate the work of others.
Meet schedules and time lines.
Work effectively under pressure.
Analyze problems and prepare written and oral reports.
Understand, carry out and give oral and written instructions.
Establish and maintain cooperative relationships with those contacted in the course of work.
Work effectively both independently and as a member of a team (parent, community and staff on various district and Board advisory committees).
Comprehend abstract technical concepts and complex applications;

EDUCATION AND EXPERIENCE
Bachelor's degree in data systems, computer science, information systems, educational technology or equivalent technology experience required.
Advanced education in educational technology and curriculum and instruction is preferred.
Five (5) years of experience as a classroom teacher at K-12 level is preferred.
Increasing levels of experience and responsibility in the areas of project management, technology management, development, installation, implementation and innovation of information systems.
Three (3) years of demonstrated expertise in using state of the art technology;
Demonstrated success in preparing and delivering workshops or formal presentations.
Valid California Driver's License and access to private transportation.

WORKING CONDITIONS:

ENVIRONMENT:
The job is performed under minimal temperature variations with frequent interruptions and a general hazard free environment, including classroom environment, office environment, outside and community locations. Evening and/or weekend work, as necessary, in addition to regular hours.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information (in person and on the telephone);
Communicate so others will clearly understand normal conversations and group presentations;
Seeing to read and write reports; read text on a computer screen, in technical manuals, and on office forms and reports.
Sitting, standing or circulating for extended periods of time;
Dexterity of hands and fingers to operate a variety of computer keyboards, electronic media and peripheral equipment; for extended periods of time;
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to (retrieve and store files and supplies);
Lifting of up to 50 pounds.
Load software and assemble, test and disassemble some computer components;
Travel from site to site and move to various work locations.

Board Approved: November 15, 2016   Salary Range: Mid-Management