

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director I – Technology	REPORTS TO:	Superintendent
DEPARTMENT:	Technology	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	August 21, 2007	SALARY:	Tier IV – Management Range A1

Summary Definition:

Under limited supervision this position provides operational and strategic leadership, direction and administration of technology services under the guidance of the Superintendent. Responsible for technology infrastructure to serve both educational programs and district operations. Develops, recommends and implements technology procedures, policies, and strategies and establishes district technology standards. Represents the Technology Department across and outside the District. Oversees human resource administration, management of professional staff and management of department budgets.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Directs and coordinates the management and operation of new and existing shared information systems infrastructure, including instructional and administrative computing, voice, multi-media, and data communications network systems. **E**

Works closely with the Superintendent and all district divisions and schools to understand their information and technology needs and develop strategies to meet those needs. Sets priorities, initiates new projects, and issues directives regarding information technology services in response to District strategies, mission, and goals. **E**

Directs continuing review of present systems and methods and formulation of new and revised systems, examining techniques in use and determining appropriate changes to effect improvements, reduce costs, and enhance efficiency. Performs analysis of future trends and incorporates those in long-range planning and goals. **E**

Designs and develops a framework for application development, standardization, prioritization of projects, purchasing guidelines and the use of technology in the classroom. Implements and monitors long range plans for all District technology reflecting the goals and objectives of District technology plans, curriculum plans and framework, and State mandated systems. **E**

Maintains professional contacts with other institutions and agencies; research bodies; city, state, and federal agencies; equipment manufacturers; and professional organizations concerning computer and network applications and equipment. **E**

Performs complex systems analyses. **E**

Develops and manages annual budgets for the department and performs periodic cost and productivity analyses. **E**

Researches and applies for federal e-rate and California tele-connect funds on an annual basis. **E**

Plans, develops, and implements strategies for generating resources and/or revenues for the department. **E**

Prepares and delivers reports to the Board of Education. **E**

Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the department's goals and objectives; recruits, employs, trains, supervises, and evaluates unit staff. **E**

Provides guidance and counsel to administrators in examination and definition of objectives for existing or proposed systems and in design of improved systems. **E**

Supports the development of site technology support training and programs. **E**

Writes technical requests for information and requests for proposals for leading edge technologies; evaluates proposals and negotiates contracts for equipment and systems. **E**

Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems. **E**

Maintains a positive, helpful, constructive attitude and working relationship with district employees and the general public. **E**

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Bachelor's degree or equivalent in Computer Science, Business, Instructional Technology, Economics, or related field AND at least 3 years of experience that is directly related to the duties and responsibilities specified in a large, complex technology operation AND at least 3 years supervising technology staff.

Preferred: Master's degree; experience working in a public school district, college, or university, or other public sector institutions.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's license.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: Proficient computer technology skills at the level of understanding and using systems, hardware and software including general office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Knowledge of current technological developments/trends in network systems, multi-media technology, pc technology, telephony and instructional media.

Knowledge of current and developing information services requirements of a major public sector organization.

Skills in developing, designing, recommending, implementing and assessing strategic plans and policies.

Ability to develop requests for and evaluate proposals in reference to leading-edge information services technology.

Ability to initiate and direct technical projects in support of strategic and operational goals.

Ability to coordinate and integrate information technology systems development, enhancement and modifications from an overall information services perspective.

Ability to provide strategic guidance and counsel to Administration in the assessment and development of existing and/or proposed systems.

Knowledge of financial/business analysis techniques.

Ability to identify and secure alternative funding/revenue sources.

Ability to negotiate contractual arrangements for the provision of computer technology.

Skill in budget preparation and fiscal management.

Ability to direct multi-department technical and administrative staff.

Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

Ability to foster a cooperative work environment.

Skill in employee development and performance management.

Skill in organizing resources and establishing priorities.

LANGUAGE SKILLS:

Ability to read, write, hear, and speak in English. Ability to read and interpret documents such as contracts, operating and maintenance instructions, and procedure manuals including policies and procedures and equipment manuals; to write instructions, reports, policies, procedures, analysis and correspondence; to speak effectively one-one and/or before large internal and/or external groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Work is generally performed in a typical interior office environment.

PHYSICAL ABILITIES:

No or very limited physical effort is required to perform the essential duties of this position.

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; may lift and move objects.

HAZARDS: None or very limited exposure to physical risk.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

APPROVALS:

Roberta J. Silverstein, Assistant Superintendent
Human Resources

Date

Robert Kessler, Superintendent

Date