BASIC FUNCTION:
Under the general direction of the Assistant Superintendent, plans, organizes, directs, and administers district-wide integration and implementation of technology. Plans, designs, installs, monitors and resolves problems on site local area networks and the district wide area network. Performs computer and peripheral repair and maintenance and assists with hardware and software installation. Analyzes local area and wide area network traffic and need for maintenance and repairs on telephone and video/audio systems and equipment. Plans and assists in installation of cabling for local and wide area networks. Provides network user support and assistance

DISTINGUISHING CHARACTERISTICS:
Directs and coordinates the Technology Department services and aligns them to the District's mission and goals. Organizes, coordinates and supervises the design, development and implementation of projects involving database design, data warehousing, web development and technology infrastructure. Supports school sites and District departments in the use of technology. Provides technical expertise to staff regarding technical and procedural aspects of assigned responsibilities. 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.

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

Collaborates with the Learning Department to facilitate the development, revisions, maintenance and implementation of the district technology plan and program.

Prepares budget and funding strategies for instructional technology projects.

Analyzes network traffic; notes defective equipment and takes corrective action; notes traffic congestion and makes recommendations for correction.

Assists in the planning and installation of microcomputer hardware, cabling for local area networks, and remote diagnostic software; ensures communication between sites within wide area network.

Maintains designated file and application servers; manages user accounts as necessary for correct network operation.

Maintains records related to network nodes, network equipment, data cabling, location of equipment, software versions, and protocols.

Installs, tests, troubleshoots, and performs adjustments to a variety of network software on both workstations and servers.

Responds to school site and/or District requests for new and modified computer applications; interview requesters, document requirements and conduct feasibility studies as appropriate.

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

Communicates with personnel and end users to resolve conflicts, coordinate projects and maintain effective operations and procedures.

Maintains current knowledge of industry trends for software design, database development and technological advances in the field.

Instructs end users and personnel in the proper use of systems and programs. Assure user needs are met and computer system and application problems are resolved.

Prepares and maintains a variety of records and reports related to assigned activities;

Responds to help desk referrals; provides for or assists in providing users with support for network software, operating system, hardware and peripheral equipment; troubleshoots as necessary.

Utilizes remote diagnostic software, as appropriate, to analyze user software, hardware, and/or network problems.

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

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.

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.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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.

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 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.
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.