

DIRECTOR OF EDUCATIONAL TECHNOLOGY/INFORMATION TECHNOLOGY

Purpose Statement

The job of Director of Educational Technology/Information Technology is to plan, organize, control, and direct the functions of the district-wide technology program, including computer skills curriculum training, computerized business applications, central computer management and maintenance, student information management, research and reporting, networking and technical support, communication installations, wide area network, distance learning systems, and computer repair service and maintenance.

Essential Functions

- Evaluates educational technology programs for the purpose of providing recommendations for the integration of educational technology into the curriculum and implementation of district-wide Information Technology, systems and operations, applications development, and systems infrastructure and architecture.
- Monitors the allocation of educational and informational technology funds for the purpose of ensuring appropriate resources and technology are available and are effectively utilized in support of District educational and informational technology plan requirements and/or recommending future proposals relating to technological advances.
- Develop and implement educational technology services to schools and central offices, provide district wide leadership and technical expertise in planning and developing technology strategies for us in the classrooms to enhance student learning.
- Analyzes district's staff development needs, including educational technology, for the purpose of identifying relevant issues and recommending or implementing an action plan.
- Develop and implement plans for acquisition of hardware and software related to the districts technology goals.
- Assists in the development of long and short range plans in relation to hardware and software technology, telecommunications, specialized networking activities, etc. (e.g. policies, procedures, staffing, budgets, materials, equipment, space requirements, etc.) for the purpose of maintaining leadership in the field and/or ensuring organizational objectives are achieved in the most efficient and timely manner.
- Initiates and maintains liaison with business sources and school support groups (e.g. San Diego County Office of Education, Educational Technology Counsel grants, committees, boards, other districts, city entities, etc.) for the purpose of soliciting and obtaining funding, hardware, software, expertise and community support to enhance the acquisition and use of technology.
- Assists in developing and preparing technical specifications for relevant software and/or hardware systems for the purpose of acquiring necessary computer hardware to assist in the effective functioning of educational and informational technology.
- Assists with district wide licensing and copyright issues for the purpose of ensuring compliance with requirements.

- Collaborates with others (e.g. other staff, District personnel, feeder districts, community organizations, local businesses, public agencies, committees, etc.) for the purpose of implementing technology-facilitated school improvement programs.
- Facilitates meetings that may frequently involve a range of issues (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, etc.) for the purpose of evaluating situations, identifying appropriate actions, and/or developing recommendations.
- Prepares a wide variety of reference, presentation, policy and administrative materials in both written and electronic formats (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, requests and issues; providing audit references, and/or meeting compliance requirements.
- Plans and develops division goals and objectives for the purpose of ensuring that the technology related mission and goals are realized and/or evaluating program effectiveness.
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Participates in a variety of meetings as required (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, enhancing public relations, etc.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. (e.g. trends in educational technology, media, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests as they relate to educational technology.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Serves as liaison to software/hardware providers as they relate to educational technology resources for the purpose of conveying and/or receiving information and coordinating district activities.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to oversee a departmental budget; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: application of pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; current generation and emerging pedagogy/methodology in educational technology; networking technologies and operating systems.

ABILITY is required to organize activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job

requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Education/Experience

Master's degree from an accredited college or university with major course work in educational and informational technology or related field. Three years of demonstrated expertise in using state of the art technology, and demonstrated success in preparing and delivering workshops or formal presentations.

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410

*Management Job Description
Adopted by BOT 06/30/14*

Salary Range: 2