

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Director of Technology Services

Job Purpose Statement/s: Under the general supervision of the Assistant Superintendent of Business Services, the Director will be responsible for the district's information services function by conceptualizing, planning, and managing long term initiatives and endeavors; directing the development and maintenance of systems, operations, and hardware; and, providing the training and support of the District's employees in the use of technology.

Essential Job Functions:

- Provide strategic leadership in anticipating and developing appropriate and innovative responses to future needs and challenges regarding the district's information technology program.
- Develop and update the district's Information Technology Plan providing a framework for application development, standardization, prioritizing projects, purchasing guidelines, and the use of technology in the classroom.
- Work closely with the Board of Education, Superintendent, Assistant Superintendents and field personnel to understand their information needs and provide strategies and training to meet those needs.
- Provide support and training in the use of technology in the classroom.
- Develop standards for and documentation of district systems.
- Plan, organize, direct, coordinate, and support activities related to telecommunications; and computer network; computer, electronics, and office machine repair.
- Remain apprised of the progress on all major projects, paying particular attention to any developing problems and participating in the timely problem resolution and communicate to leadership any significant developments or deviations from the plan.
- Support the Network Engineer.
- Supervise the work and scheduling of staff in the Technology Services Department.
- Ensure the development, success, and accountability of staff.
- Develop and manage the annual operating and capital information service budgets and reviews continuously for cost cutting and avoidance opportunities.
- Maintain knowledge of developments in the area of systems, technology and the use of technology for instruction to assure the new developments are considered and incorporated into future systems where applicable.
- Provide District-wide direction in the development and enforcement of Information Technology governance: i.e., policies, standards, practices, security measures, and asset management.

Other Job Functions:

Represent the District at County, State, and Federal agency meetings pertaining to areas of assigned duties.

- Perform related duties as assigned.

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Job Requirements - Qualifications:

Education and Experience Requirements:

- Bachelor's degree, preferably in Management of Information Systems, Computer Science, or related field, or any equivalent education or experience.
- Experience in the management of Information Systems and network administration preferred.
- Experience in working with educational applications of technology preferred.
- Experience in training adults in the use of technology preferred.

Skills, Knowledge, Abilities, and/or Physical Requirements:

- Skills to effectively lead and organize; make decisions; function effectively in high-pressure situations; to operate software applications including the District's standards: Windows, Mac OSX, Google Apps for Education, and telecommunications (e-mail, intra/internet, etc.); to use the English language in both written and verbal form to exchange information and make presentations, and read a variety of documents. Multilingual skills preferred.
- Knowledge of principles, goals, objectives, methods and strategies of information systems, fiscal and legal aspects of public education; procedures, methods, best practices, techniques and strategies related to the administration and operation of information systems; program and activity evaluation strategies and procedures; and methods, procedures and strategies of leadership.
- Abilities to effectively plan, organize and coordinate the management function of technology programs and activities; demonstrate a positive instructional leadership model; effectively work as a member of a team; effectively analyze problems, issues and concerns and formulate appropriate alternative solutions; communicate effectively in oral and written form; and establish and maintain effective organization, public and community relationships. Teaching experience preferred.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.
- Google Apps for Education Certified Trainer preferred.
- Microsoft Certified Systems Engineer (MCSE) or Microsoft Certified Systems Administrator (MCSA) preferred.
- Cisco Certified Network Professional (CCNP) or Cisco Certified Network Administrator (CCNA) preferred.

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Reports to: Assistant Superintendent-Business Services

Work Year: 225 days

Salary Placement: Classified Management Salary Schedule Range - II
Or
Certificated Management Salary Schedule Range - L

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on the Evaluation of Management Team.

Board Approved: January 21, 2014
Revised: