

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Technology Services Director

QUALIFICATIONS

EDUCATION: Required B.A. or B.S. in Computer Science and/or equivalent related field.
Desired Possession of MSCE or CNNA Certificate, experience in an education setting

EXPERIENCE: Required A minimum of two years experience working in the technology field that includes some management experience. Experience in installing hardware and software and troubleshooting network problems.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the supervisor, supervises and coordinates the Technology Services Department including the development of fiscal management practices and procedures; directs the efficient operation of the department; and evaluates assigned personnel; and performs related work as required. The Director will serve as a point of escalation for complex issues in the areas of networking, telecommunications, server, and desktop support encountered by district staff.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Technology Services Director's job performance will be as follows:

1. Leadership and assistance in the implementation of policies and procedures for network maintenance, telecommunications systems, and computer operations will be effectively provided.
2. Efforts to supervise and, where necessary, participate in the evaluation, installation, testing and maintenance of complex networks and the software on the District's Wide Area Networks (WAN) and Local Area Networks (LAN) will be ably provided to ensure full and productive use of district technology.
3. Directs department personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
4. Supervises and directs the work of the Technology Supervisor.
5. Effective management of the budget and expenditures of the department will have been provided.

6. Informed direction and support for the purchase, maintenance and troubleshooting of all types of equipment related to all aspects of technology will be provided.
7. Supervise and manage the District E-mail server.
8. Assist and develop District e-mail policy and practices.
9. Maintain District Acceptable Use Policies.
10. Manage and oversee the installation and maintenance of the District's Telecommunication system.
11. Supervise the development and maintenance of the District web site.
12. Coordinate and ensure that the updates of all school site School Accountability Report Cards and web pages are maintained.
13. Assist schools, as needed, with the implementation of technology related grants.
14. Work closely with departments, sites and divisions to ensure optimum acquisition, deployment installation, maintenance, utilization, repair and security of available technology.
15. Participate in the development and implementation of the District's Future Ready Initiative, responding to short and long term administrative and instructional technology needs, and develop tracking and evaluation programs to assist in accomplishment of established Board of Education goals.
16. Implement a District computer maintenance and upgrade program.
17. Directs departmental operations and supervises appropriate staff.
18. Effectively direct and coordinate communication efforts to the district administration regarding policies, practices and procedures related to professional and instructional technology.
19. Keep abreast of new technology-related information, trends, events and potential challenges in the area of technology will be continuously maintained.
20. Research trends, products, equipment, tests, etc., for the purpose of recommending procedures and/or purchases.
21. Work with vendors, selected hardware and software and provided project management for LAN, WAN, Internet, PC and data hardware and software.
22. Communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel in a timely and effective manner.
23. A positive relationship will built and maintained with the county Technology Department.
24. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions and its schools.

25. Annual objectives deemed appropriate by the supervisor will have been established.
26. Appropriate data in support of the status of annual objectives and job description elements will have been gathered.
27. Other duties assigned by the supervisor will have been effectively accomplished.