

ORANGE UNIFIED SCHOOL DISTRICT

DIRECTOR, INFORMATION TECHNOLOGY

DEFINITION & FUNCTION

The job of Director of Information Systems was established for the purposes of planning, directing, managing and overseeing the activities and operations of the Technology Services Division including network, communication systems, voice, video, data, systems analysis, programming, and computer operations. Under general administrative direction, the director plans, directs, manages, and oversees the functions, programs, and operations of the Information Technology Services Department. The director also establishes and executes the goals, policies, and procedures for the department and provides highly responsible and complex administrative support to the Administrative Director of Information and Educational Technology. This position serves as a resource to district personnel in the implementation of technology for the 21st century learning environment and maintaining adequate support to ensure that objectives of the services are achieved and comply to the districts' goals.

This position is responsible for the design, planning, installation, acquisition, maintenance, coordination and use of all District voice and data networks; support of all District computers and peripherals; organization and implementation of all District technology systems, including those used for business, human resources, and student systems; ensures that the District and its schools, departments, parents, students, and the community, county, state and federal agencies are provided with consistent and reliable access to district information; responsible for the preparation of all E-RATE applications; recommends and provides training for classified and certificated employees; makes recommendations to senior management regarding emerging technologies; recommends/approves all technology purchases; performs other related duties

This job reports to the Administrative Director, Information & Educational Technology

PHYSICAL DEMANDS AND WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

ESSENTIAL DUTIES

- Provides leadership and technical support for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system by optimizing the use of all District resources
- Develops appropriate professional development programs using a wide variety of technology assisted programs and structures based on the needs of staff, students, and families;
- Identifies effective technology-based programs that support improved student achievement; works with administrators and school personnel to implement these programs;
- Provides leadership for the evaluation, selection, and use of computer programs to improve instruction and increase student achievement;
- Ensures that the District and its schools, departments, parents, students, and the community, county, state and federal agencies are provided with consistent and reliable access to District data as required;
- Makes recommendations to senior staff regarding emerging technologies;
- Develops, reviews and updates District-wide technology systems specifications, bids and Requests for Proposals to ensure that technical requirements and standards are met consistently;
- Plans, organizes, and administers the District's network, data and technology operations and activities; assures compliance with applicable laws, codes, rules and regulations; maintains confidentiality of sensitive and privileged information;
- Responsible for the preparation of all ERATE applications; recommends and provides training for classified and certificated employees;
- Develops and monitors annual budgets for the maintenance, operation, and support of District computing systems and services;
- Serves as a technical resource and provides technical support to District personnel;
- Directs all activities of the department; assures the resolution of problems and conducts ongoing evaluation of customer satisfaction and problem resolution rates; troubleshoots a variety of network and technology issues;
- Serves as the District administrator; manages the development, preparation and issuance of policies and procedures relating to network operations, security and controls;
- Evaluates productivity and satisfaction standards for all administrative systems
- Advises senior management and other administrators regarding technical implications of policy and procedural issues being contemplated;
- Attends and participates in a variety of meetings, workshops, conferences, and trainings to maintain current knowledge of emerging technological trends; makes presentations to the Board of Education, senior management and other teams as needed;
- Manages Technology Services staff and physical resources related to technical infrastructure (networks and hardware), network and application security, and administrative computer systems including central computer systems, personal microcomputers, data communications equipment and the District's telephone systems;
- Chairs all District technology committees;

- Works with the Administrative Director and Deputy Superintendent to hire, train, mentor and evaluate the most qualified staff; conducts staff meeting and in-service training as needed;
- Analyzes all formal technology proposals submitted from all levels within the District and makes recommendations to the appropriate decision making body;
- Recommends technology standards and other changes to the District's Technology Master Plan as needed.
- Develops goals, objectives, policies and procedures relating to the acquisition and implementation of technology-based solutions for the purpose of ensuring new programs/services are provided within established timeframes in conformance with all related requirements.
- Develops 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 ensuring departmental objectives are achieved in the most efficient and timely manner.
- Monitors the allocation of technology funds (e.g. division budget, forecast of additional funds needed, expenditures, budgetary adjustments, etc.) for the purpose of ensuring appropriate resources and technology are available and are effectively utilized in support of the organization's information systems requirements.
- Facilitates meetings that may frequently involve a range of issues (e.g. financial procedures, regulatory requirements, actions involving outside agencies, engineering, etc.) for the purpose of evaluating situations, identifying appropriate actions, and/or developing recommendations.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with various policies and procedures, and/or monitoring program components.
- Collaborates with others (e.g. other district departments, schools, district staff, outside agencies, etc.) for the purpose of explaining and interpreting Information Technology Department programs, policies, and activities and resolving sensitive, significant issues.
- Manages the implementation of existing and new programs/services through a combination of delegation and personal involvement (e.g. District-wide Food Services Systems, Financial/Human Resources Information systems, Student Information System, etc.) for the purpose of ensuring programs/services are provided within established timeframes in conformance with all related requirements.
- Manages the engineering, design, installation, modification, expansion, and maintenance for the complete data infrastructure and the district data center for the purpose of ensuring the efficient growth, development of productivity and disaster recovery methods to ensure computing needs for teachers, classified/support staff, and district administrators.
- Performs personnel administrative functions (e.g. selection, 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.
- Prepares a wide variety of reference, presentation, policy and administrative materials (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.

QUALIFICATIONS GUIDE

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies 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; public speaking ability, report writing, documented successful leadership in technology department and administering personnel policies and procedures.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Principles and practices relating to the management, administration and design of a large multi-platform local and wide area computer network and new emerging technologies
- Operations, services, and activities of a comprehensive information services program
- Strategic planning and project management experience
- Firewall disaster recovery system design and implementation
- Principles and practices of data security for auditing and authorization
- Network server systems technology inventory control and management
- Advanced principles and practices of computer science, information systems, and telecommunications
- Principles of complex network systems security measures, tools, policies and practices
- Theories, concepts, principles, and practices of new and emerging technologies
- Concepts, principles, and practices of information system strategic planning
- Use, capacity, characteristics and limitations of computer hardware and software
- Advanced principles and practices of telephone equipment and networks
- Principles and practices of complex database systems and data structures
- Principles and practices of program development and administration
- Principles and practices of municipal budget preparation and administration
- Principles of supervision, personnel processes, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations
- Multi-platform Macintosh & PC; integration of technology into curriculum
- Major software applications; design and understand intra and Internet applications
- Current generation and emerging programming methodology; and operating systems
- Demonstrate an awareness and appreciation of the cultural diversity of the community
- Identify and respond to sensitive community and organizational issues, concerns, and needs

- Communicate clearly and concisely, both orally and in writing

ABILITY is required to schedule a number of 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 independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans and execute the plans effectively in a reasonable timeline. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies 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; 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; and maintaining confidentiality.

EDUCATION & EXPERIENCE GUIDE

Education: A Bachelor's degree (BS/BA) from an accredited college or university with a related major in computer science and information systems. A Master's degree in technical and/or management disciplines is highly desirable.

Experience:

5+ years of experience managing enterprise-wide systems, networking infrastructure, and security.

The knowledge and skills required for this position are typically acquired in 5 to 10 years of experience in managing one or more information processing functions (operations, development, etc.) and/or through advanced training. Technical or on-the-job training in programming and hardware installation and maintenance is also required for the Director to work along with the staff in the effective development of the information systems.

Frequent reading of periodicals and other literature on the state-of-the-art and data processing as well as attendance at vendor-sponsored and other seminars is required in order to maintain the level of familiarity with the subject matter required to fill this position. Advanced training and professional development is also necessary to maintain skills to develop the systems necessary for the success of the organization.

Other Requirements

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the organization.

Completion of the mandated tuberculosis test and finger printing is required prior to the first day of work.

License: Requires the possession of a valid California Motor Vehicle Operator's License and the use of an automobile.

Revision: March 26, 2015