

**DIRECTOR OF TECHNOLOGY****Job Summary**

Under the direction of the Superintendent, the Director of Technology is responsible for the integration of classroom innovative curriculum strategies to improve the overall quality of education received by students, staff and the school community through the use of technology. To provide a vision for the implementation of use of technology to advance education for the Corcoran Joint Unified School District; supervise Technology department staff and activities.

**Qualifications****Required:**

- Any combination of education, training, and/or experience that demonstrates ability to perform the required duties
- Five years of increasingly responsibility work with information/instructional technology
- Three years in a supervisory/management role
- Familiarity with school district operations
- Bachelor's Degree in Information Technology, Information Systems or a related field from an accredited institution of higher education.
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice at time of hire)

**Desirable:**

- Valid Administrative credential
- K-12 teaching or administrative experience
- Master's Degree
- Bilingual (Spanish)

**Knowledge and Ability**

- Knowledge of local, State and Federal regulations regarding compensatory education programs.
- Knowledge of State and Federally funded projects
- Knowledge of computer languages and programming fundamentals.
- Knowledge of the Governing Board Goals, Vision and Mission. Education Code, board policy and administrative regulations, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts
- Knowledge of evolving uses of classroom technology that intersect with District-wide technology infrastructure.
- Knowledge of basic principles, methods, materials, tools and procedures involved in the installation, configuration, maintenance, repair and operation of network systems and related equipment including hardware and software applications.
- Ability to relate guidelines to implementation procedures.
- Knowledge of physical security measures, including video surveillance and access control
- Knowledge of the evaluation process and budgeting practices.
- Ability to communicate instructions and/or innovative curriculum strategies to teachers, administrators, instructional aides, parents and community members.
- Ability to prepare and interpret statistical data related to student achievement and make recommendations for curriculum/classroom instructional strategy changes to increase student achievement levels.
- Ability to think strategically, plan effectively, and implement successfully.
- Ability to articulate a shared vision for the use of technology in educational programs, business services and operation functions.
- Ability to train and supervise the performance of assigned personnel.
- Ability to communicate effectively orally and in writing.

**DIRECTOR OF TECHNOLOGY**

- Ability to drive a car.

Essential Functions of this position, which include, but are not limited to, the following:

1. Coordinate all standardized testing: Create testing schedules; Train test site coordinators
2. Supervise the ordering, inventory and security of all testing materials
3. Develop, maintain and communication the District Technology Plan and Budget
4. Supervise, direct and monitor work of Technology department
5. Work in cooperation with Assistant Superintendent-Educational Services to:
  - a. Oversee and monitor instructional strategies effectiveness and implementation
  - b. Oversee and monitor use of technology in light of District curriculum focus and instructional practice
  - c. Professional Development planning and implementation
  - d. Plan, implement and monitor District focused instructional strategies
  - e. Implementation of one to one initiative
  - f. Plan, implement and monitor Common Core and 21<sup>st</sup> Century Learning Skills
  - g. Plan and conduct periodic meetings with curriculum team (Principals, Coaches, and School Leadership Team)
  - h. Regulate effectiveness of regular instructional programs and curricula of the District
  - i. Confers with and assist site principals in curricular and instructional site needs
  - j. Budgets (to include but not limited to): Staff Development; Instructional resources; Technology; Textbooks
6. Manage the acquisition, installation, maintenance and repair of information and communications technology equipment; negotiate bids for service, installations or other services as needed
7. Direct the development and maintenance of a networked information system including feasibility studies, systems analysis and design, computer programming, conversion of data, instructional technology, and information storage and retrieval; lead in the development of standards of hardware and software use; oversee management of District's networked systems and users.
8. Provides technical information and assistance to the Superintendent regarding technology activities, needs and issues; collaborates with the Superintendent and other cabinet administrators in the development and implementation of plans, strategies, goals and objectives for the District.
9. Attend Board meetings; collaborates with administrators for Board presentations; prepare and deliver oral presentations and reports to the Board as requested.
10. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
11. Serve as technical and administrative resource to operational and instructional users.
12. Determine technology needs; evaluate potential products and services and ensure compliance with established objectives, priorities and resources; analyze proposals for technology submitted from various personnel.
13. Update and oversee the development of the district web site, and assist schools' sites with the maintenance of web platforms.
14. Assist with reviewing board policies, administrative regulations, proposed legislation and changes to laws concerning personnel practices; ensure implementation of policies within the District; take appropriate action in order to ensure effective compliance.
15. Assist and collaborate with related departments to include but not limited to Student Management Systems, Student Information Systems and Learning Management Systems.
16. Perform other duties as assigned.

## **DIRECTOR OF TECHNOLOGY**

Physical Requirements of this position, which include, but are not limited to, the following:

1. Mental acuity to effectively manage educational programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of tasks.
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read a computer screen, laws and codes, rules and policies, and other printed matter and related materials, with or without vision aids.
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.
7. Ability to lift and carry up to 40 pounds.
8. Sufficient mobility to bend, twist, stoop, push/pull, reach overhead, stand and walk to install, repair and transport technology equipment up to 20 pounds.
9. Facility to drive a car. Drives to District sites in all kinds of weather.
10. Office environment and classroom environment; subject to considerable distraction from constant interruptions; may require extended hours.
11. Indoor and outdoor work environment; subject to noise from equipment operation; regular exposure to fumes, dust and odors.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Days: 219 days/year (Certificated) or 260 days (Classified Mgnt)

Salary: Certificated Management –Range 9 (\$155,092 - \$175,926)

Classified Management –Recommendation: New range 9: (\$130,374 – 161,938)