

## **DIRECTOR IV – INSTRUCTIONAL TECHNOLOGY**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Curriculum and Instruction; provide leadership and direction in the effective use of instructional and operational technology, technical services planning, organization, administration and evaluation as well as integration of new and emerging technologies to increase efficiencies and productivity within the district. The position requires close collaboration with the Director of Teaching and Learning and the Fiscal Services department, specifically in the areas of infrastructure, student information systems, other related software, supervision of classified personnel and serving as a member of the leadership team.

### **REPRESENTATIVE DUTIES:**

- Develop and continuously refine a district wide strategy for the judicious use of instructional technology to support the district's mission. **E**
- Supervise and manage the district's Information Systems department. **E**
- Analyzes and evaluates the functionality of District network systems for the purpose of understanding District needs and providing recommendations for upgrades and/or maintaining digital security. **E**
- Help coordinate District Tech committee along with the Director of Teaching and Learning and work closely with District Tech TOSA's. **E**
- Actively participates and collaborates in the district Curriculum Council meetings. **E**
- Update and oversee the development of the district and site websites; and assist school sites with the maintenance of web platforms. **E**
- Identify training needs and facilitate staff development programs that enhance the district's ability to install, support, and maintain all forms of instructional and informational management technology. **E**
- Assess and facilitate the delivery of staff development needs relating to technology use in the classrooms and offices throughout the district. **E**
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, feeder districts, Santa Barbara County Districts, etc.) for the purpose of implementing and/or maintaining services and programs. **E**
- Help identify, evaluate the functionality, onboard, implement and support educational technology at the district, site, department and classroom level throughout the product life cycle. **E**
- Help identify user interface administration for current and future programs, develop systems for tracking technology life cycle and other key concepts like end of life phase out. **E**
- Facilitates and conducts meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, enter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative. **E**
- Manages the development of the district wide area and local area networks, LTE Networks and hot spots for the purpose of ensuring the efficient growth and development of productivity computing for teachers, classified/support staff, district administrators and Board members. **E**
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed. **E**
- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional training opportunities, etc.) for the purpose of purpose of maintaining a well-qualified and culturally diverse employee workforce with necessary staffing, enhancing productivity of staff, and ensuring necessary department/program objectives are achieved. **E**
- 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. **E**
- Research trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases. **E**
- 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. **E**
- Participates as needed in the negotiation process as a member of the district's negotiations team(s). **E**
- Provides technological support to administrators/Cabinet members on employee relations issues including investigations of alleged misconduct and other personnel issues. **E**
- Supervises and evaluates assigned personnel for the purpose of enhancing productivity of personnel and achieving department objectives. **E**
- Supports the Assistant Superintendent, Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals. **E**

- Attends Board of Education meetings and attend and preside over such other meetings as the Assistant Superintendent, Curriculum and Instruction designates. **E**
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. **E**

**KNOWLEDGE OF:**

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 based competencies required to satisfactorily perform the functions of the job include: theory of collective pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; education technology, networking technologies and operating systems; personnel management, and practicing cultural competency while working collaboratively with diverse groups and individuals.

**ABILITY TO:**

Schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of in difficult situations with sometimes difficult people; work with competing interests from various sites; analyze data utilizing defined but different processes; operate equipment using a variety of processes. Ability is also required to view people and situations through a lens of equity; work with a significant diversity of individuals and/or groups. Ability to work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent 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 moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with detailed information/data and maintaining accurate records; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

**SKILLS 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; overseeing program financial activities; developing effective working relationships; preparing and maintain accurate records; administering personnel policies and procedures; analyzing data; classifying data and/or information; conducting interviews; facilitating meetings; and interviewing techniques and practices.

**EDUCATION AND EXPERIENCE:**

Valid California Administrative Services Credential required.  
 Single Subject or PPS Credential required.  
 Classroom Teaching Experience required.  
 Site Administrative Experience preferred.  
 Technology Implementation Experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License & Evidence of Insurability.

**WORKING CONDITIONS:**

Office environment.  
 Driving a vehicle to conduct work.  
 Attendance at Monthly Board Meetings.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations.  
 Dexterity of hands and fingers to perform extensive work at a computer.  
 Ability to stand, walk, and sit frequently or for extended periods of time.  
 Bending at the waist, kneeling or crouching to retrieve and store files. Seeing to read a variety of materials.

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 SMJUHSB Management (Level I)