

TITLE: DIRECTOR OF EDUCATIONAL TECHNOLOGY & INFORMATION SYSTEMS

QUALIFICATIONS

Knowledge of

1. Complex data communication and networking concepts.
2. Technical aspects of system design and programming.
3. A variety of computer operating systems including PC and MAC, Windows NT, Easy '98 and other LAN's and WAN's.
4. Hardware/software interaction.
5. A wide variety of hardware and software products and services.
6. Internet connectivity.
7. Management and supervision, including employee selection, evaluation, and training.
8. Current computer hardware, software, systems, and equipment diagnostics.
9. Local-talk networking.
10. Data processing capabilities and applications pertinent to school district administration.
11. School and office procedures particularly as applied to computer applications.
12. Concepts and techniques related to use of integrated database systems.
13. Problems solving methods and interpretation of operating procedures.
14. Systems analysis techniques.
15. General principles of management and supervision.
16. Safety rules and regulations for this position.

Ability to

1. Perform complex system design
2. Develop standardization protocols for technology acquisition.
3. Provide technical expertise for system and network planning.
4. Evaluate and configure software and hardware.
5. Install, repair, and upgrade computer software and hardware.
6. Diagnose software and hardware problems and provides solutions.
7. Develop and implement procedures to optimize system efficiency and performance.
8. Operate system hardware and software.
9. Manage the District LAN/WAN computer network hardware and software and competently use remote communications.
10. Manage and control the various databases of the District.
11. Provide training and assist users district-wide with software and system problems and in the proper use of equipment and systems.
12. Maintain database inventory.
13. Perform work to meet established time lines.
14. Be a productive and active team member.
15. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.

Ability to (continued)

16. Make accurate and timely decisions.
17. Learn and implement Board Policies, Administrative Regulations, and District procedures.
18. Supervise the activities of a technical staff.
19. Work successfully with diverse groups of people.
20. Work both collaboratively and independently.
21. Communicate effectively in both oral and written form.
22. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
23. Establish and maintain effective work relationships with those contacted in the performance of required duties.
24. Establish and maintain effective and continual internal communications with staff members, classified and certificated bargaining units, District and community leaders, and others contacted in the performance of required duties.

Training and Experience

1. Bachelor's Degree in computer science or equivalent education.
2. Four or more years in the management and administration of a computer network and in technical and user support of networked application.
3. Certified Network Engineer license is recommended, but not required.
4. Experience working with school-related student information systems and knowledge of classroom and educational applications of technology.
5. Working knowledge of NT systems and Easy '98 student attendance system is preferred.
6. Possession and maintenance of a valid California Class 3 Driver's License.
7. A work history demonstrating dependability and reliability.

REPORTS TO: Assistant Superintendent of Educational Services

SUPERVISES: Assigned technological and clerical personnel

JOB GOAL: To plan, supervise, and coordinate the District's computer systems; assess district-wide needs and develop budget guidelines; provide comprehensive support to schools and all divisions for management and administrative information systems; design, develop and implement plans for the integration and networking of computer hardware, software, and other electronic systems into the administrative functions of the school district; operate and maintain student database systems; provide staff development; supervise the set-up and repair of District computers and peripheral equipment.

ESSENTIAL FUNCTIONS

1. Directs the operation of an integrated district-wide voice, video, and data communication network, maintaining hardware and software to provide computer support for all District systems.
2. Provides project leadership in determining administrative and educational technology needs within the District and evaluates potential products and services to continually upgrade computer operations.
3. Designs, installs, and maintains the District's LAN/WAN computer network hardware and software.
4. Sets up intranet and internet networks, as directed, and implements security for such including virus protection.
5. Recommends procedures and policies for network usage and saving of data.
6. Manages and controls the various databases of the District.
7. Coordinates and schedules various data processing services to meet the deadlines and needs of schools and departments.
8. Develops, updates, and implements the District-wide technology plan.
9. Provides vision and leadership for the District's educational technology program and assists in the development, updating, and implementation of site technology plans.
10. Serves as liaison to school sites receiving technology grants.
11. Evaluates the effective use of educational technology.
12. Conducts and coordinates staff development and training in the implementation of educational technology.
13. Assures the integration of educational technologies and instructional materials and processes into curriculum and instruction.
14. Arranges for demonstrations of educational technology equipment and software.
15. Reviews and recommends purchases of computers, telecommunications, audio-visual, multi-media equipment, and other technology to support curriculum and instruction.
16. Keeps current in trends and research in educational technology.
17. Provides assistance to teachers on implementation of technology in the classroom.
18. Provides technical expertise to coordinate administrative and instructional programs for site LANs.
19. Acts as systems manager for the District to resolve site problems.
20. Provides training for instructional personnel in the use of technology.
21. Provides direction on the implementation of technology for education.
22. Establishes microcomputer to mainframe communication, and assures work groups continue communicating.
23. Coordinates communication with District and County personnel to facilitate system operations.
24. Sets up and manages E-mail accounts and passwords.
25. Facilitates restoration of lost or deleted data as requested.
26. Provides solutions for computer-related problems
27. Prepares and maintains records related to passwords, licenses, work orders, and other computer-related matters.
28. Provides training to system users and assists in the interpretation of documentation.

ESSENTIAL FUNCTIONS (continued)

29. Supervises computer and technology specialists in the installation and repair of computers and peripheral equipment.
30. Consults with appropriate operating units to solve operating problems.
31. Provides technical support to operating units in installing computer terminals, microcomputers, data communication devices, and other technological adaptations for administrative systems.
32. Consults, as needed, with school planners and architects on plans and specifications for technology requirements.

OTHER FUNCTIONS

1. Develops and presents technology items for information or approval to the Board of Education.
2. Participates in staffing, selection, and evaluation process of all assigned personnel.
3. Functions as primary liaison with participating district and school offices and with city, county, and state agencies in areas of technology.
4. Maintains effective use of assigned equipment and personnel.
5. Responsible for software licensing and inventory.

ABILITY TO

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for extended periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to thirty (30) pounds occasionally.
8. Able to carry up to thirty (30) pounds occasionally.
9. Able to operate office machines and equipment in a safe and effective manner.

TERMS OF EMPLOYMENT: 220 work days
Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with provisions in the Board's policy on Evaluation of Professional Personnel. The Assistant Superintendent of Educational Services will complete the evaluation.

Approved by: Board of Education

Date: October 8, 1998

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**