



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>DIRECTOR - TECHNOLOGY SERVICES</u>			
DEPARTMENT/SITE:	Information Technology Department	SALARY SCHEDULE:	Classified Administrators'
		SALARY RANGE:	12
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Assistant Superintendent of Business Services or assigned designee	FLSA:	Exempt

BASIC FUNCTION:

Plan, develop, implement, direct, review, and evaluate the programs and activities of the technology services division, data systems, district-wide telecommunications network, and the installation, repair, and use of electronic equipment, software, and computer peripherals; take action to ensure that the technology-related mission and goals of the district are realized. The incumbents in this classification assist in providing students and staff with reliable computer and internet accessibility which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Plan and direct the activities of the Technology Services Department, which includes the development, implementation, and management of the district-wide telecommunications network, including wide and local area networks, voice mail, video, and data communications.

Provide for cabling, network configuration, file server configuration, setup, and troubleshooting as necessary.

Oversee the district administrative student and financial management systems.

Provide administrative application training to users and technical training for technicians in the areas of computer hardware, peripherals, and software.

Ensure information technology security, training, programming, data collection, and report generation activities meet the needs of the district and its educational and business operations.

Establish District-wide policies, standards, practices, and security measures to ensure the integrity and reliability of computerized information, communications, and systems.

Assist in the development and maintenance of the district technology plan.

Plan and develop department goals and objectives to ensure that the technology-related mission and goals of the district are realized.

Develop and implement programs to accomplish goals and objectives.

Evaluate programs for their effectiveness, and take corrective action as necessary.

Act as official representative of the district and offer consultation in accordance with administrative regulations.

Oversee and participate, as needed, in the planning and development of departmental work plans.

Assign priorities and activities; oversee and evaluate technology personnel and monitor workflow.

Review and evaluate products, methods, and procedures, and evaluate plan effectiveness, timelines, and employee performance.

Evaluate, negotiate, and aid in the writing of bid specifications for the development and/or purchase of all administrative hardware/software solutions.

Develop and administer technology department budget and district technology plan budgets; forecast needs and requirements.

Apply for, monitor, and oversee, the Federal funding program.

Develop, implement, and maintain disaster recovery and physical security procedures.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of data processing, program development, administration, and evaluation. Programming languages, database management, and systems applications.

Principles and practices of the establishment, installation, and maintenance of a district-wide telecommunications network.

Operational characteristics and requirements of computer hardware and peripheral equipment.

Principles and practices of organization, administration, and personnel management including supervision, training, and performance evaluation.

Budget preparation and administration.

Applicable federal, state, and local laws, procedures, and regulations.

Effective communication techniques.

Correct English usage, spelling, grammar, and punctuation.

Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Direct and evaluate the operations and activities of the Information Technology department, including data systems, district-wide telecommunications network, and the installation, repair, and use of electronic equipment, software, and computer peripherals.

Interview, select, train, supervise, and evaluate the performance of assigned staff.

Design, develop, implement, direct, review, and evaluate the strategic district-wide technology planning

including instructional and administrative applications.

Analyze the strategic direction of the district master plan for technology and information and provide solutions and future direction in support of the plan and district goals and objectives.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Conduct regular training and in-service sessions for district personnel.

Effective organization-wide communication skills.

Work effectively, both independently and as a member of a team.

Consider a variety of factors when using equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree in management information systems, computer science, or related field and five (5) years of increasingly responsible experience in support of information systems in a service-based Information Technology department, including at least four (4) years working in a lead/supervisory capacity. Public school experience desired.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and the ability to maintain qualification for vehicle insurance coverage. Operate a personal vehicle to travel independently, on short notice, to other District or community locations to inspect or conduct work.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

School sites, construction sites, and district offices.

Driving a vehicle to conduct work.

Demanding timelines.

Subject to frequent interruptions and daily contact with staff and public.

Weekend (Saturday and Sunday) and night work on an as-needed or on-call basis.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Reaching overhead, above the shoulders, and horizontally.

Lifting and carrying heavy equipment up to 50 pounds.

Bending at the waist, kneeling, or crouching to install/repair equipment.

HAZARDS:

Traffic hazards

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 12/89(New Class); Rev. 8/92; Rev. 11/99 Rev. 1/05, Title change from Information Systems.

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025