

Technology Director

QUALIFICATIONS:

1. Bachelor's Degree (Computer Science or related field preferred).
2. Demonstrated expertise in the management and operation of technology environments for administrative and educational functions.
3. Skilled in communications, human relations, team building, ability to manage using a shared decision-making approach, and collaboration.
4. Knowledge and skilled in application of innovative educational technologies.
5. Experience in the HP 3000 environment, Image database, networks and various workstations.
6. Knowledge of and expertise in systems analysis, Cobol, and 4 GL report writers.

REPORTS TO: Assistant Superintendent of Business and Auxiliary Services

JOB GOAL: To provide leadership and assistance in the design, implementation, coordination and operation of the District's technology plan.

PERFORMANCE RESPONSIBILITIES:

1. Directs the development, implementation and evaluation of the District administrative and educational technological plans and programs.
2. Assists with the demographic studies of the District.
3. Directs cost analysis of user initiated requests for modifications in programming and hardware.
4. Directs and develops needs assessment of administrative and educational computing.
5. Maintains current knowledge of software application programs and operation requirements for administrative computing on the HP 30000 and personal computers.
6. Assists in working with other governmental agencies in regards to data processing.
7. Assists other departments in using data and information from the HP 3000 and administrative personal computers.
8. Directs the development and coordination of installation and use of local area networks.
9. Provides leadership for collecting, organizing, and sharing information through technology.
10. Provides technical direction for managing information to all systems within the organization through: planning, training and evaluation of technology as a tool.
11. Directs technical support for student attendance, personnel, accounting, confidential record maintenance and related compliance functions.
12. Directs and coordinates acquisition of hardware for educational and management functions.
13. Supervises, evaluates, and provides leadership for building a cohesive team within the technical staff.
14. Directs routine technology support functions such as:
 - Installation of new software/hardware
 - Inventory control of hardware/software and related supplies
 - Generating cyclic reports – staff, students, etc.
 - Mainframe/administrative PE communication
 - File sharing across multiple platforms
 - Copying data to different media
 - Data extraction, e.g., image database to ASCII
 - Review of new tools and alignment to current resources and future tasks
15. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Twelve months. Salary and work year to be according to the current schedule as established by the Governing Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Administrative

SALARY CLASSIFICATION: Placement of appropriate salary schedule(s) will be according to experience and training.