

EXECUTIVE DIRECTOR, TECHNOLOGY AND INNOVATION

DEFINITION:

Under the direction of the Associate Superintendent of Business and Operations, the Executive Director is responsible for providing district wide leadership in the following departments: Information Services, Instructional Technology, Reprographics. The executive director will have three major functions, Leader, Manager, and Technologist. The Executive Director is responsible for managing the Districts hardware, network (LAN, WAN, SIS), and software (Escape, Business+, Frontline, Laserfiche, Illuminate, Synergy, etc.) as it applies to district business and instruction. They should be well versed in the best business and leadership practices for managing the technology and innovation work.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Associate Superintendent of Business and Operations or Designee.
Exercise direction and supervision over assigned staff.

REPRESENTATIVE DUTIES — *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principal job elements.)*

Leadership and Vision: Work closely with executive cabinet and stakeholders to create a vision for how technology will support and promote district goals:

- Establish and lead governance committees and facilitate the process of priority setting and decision making.
- Adapt known technologies to new uses and envision natural relationships between emerging technologies and the educational process
- Understand the difference between existing and emerging trends in education and technology and the greatest importance to teaching and learning.

Strategic planning:

- Provide technical information and assistance to the Superintendent and cabinet members regarding projects, activities, needs and issues; assist in the formation and development of policies, procedures and programs
- Collaborate with business services in understanding state and federal funding sources, policies and mandates and how they apply to the budgeting process.
- Demonstrate and maintain a strong working knowledge of the concept of total Cost of Ownership and how that translates into realistic budgets.
- Collaborate with Leadership, technology services, education services, human resources, payroll and other departments to promote an understanding of the need for and the impact of technology throughout the district and the relationship between curriculum, instruction, assessment, and technology in providing an effective teaching environment.

Ethics and Policies:

- Have a detailed understanding of state and federal laws and legal issues related to copyright, privacy, cyber-safety/cyber-bullying, filtering and other aspects of school technology use:

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technology related health concerns and guidelines for fair and ethical implementation of technology

- Understand policies and best practices regarding equitable access and meeting the needs of all populations (IDEA, ESL, Section 504)

Instructional focus and Professional Development:

- Coordinate with instructional leadership and IT staff to recommend and implement professional development opportunities and activities that help teachers meet a wide range of instructional goals for the District with help from interactive technologies.
- Maintain up-to-date knowledge of technology standards, industry trends, emerging technologies and software development best practices by attending relevant conferences and reading widely.

Customer Support:

- Ensure IT staff have ongoing training to remain current of technology trends.
- Identify, monitor and implement best business practices to ensure IT is delivering optimal services to the district
- Direct the development and acquisition of educational technology to assure proper integration with instructional activities and curriculum
- Coordinate and direct user support and “help desk” functions
- Create and respond to consumer feedback inventory

Team building:

- Facilitate team building activities, modeling examples of trust between department members.
- Select, develop and motivate qualified staff to support, oversee and effectively carry-out different aspects of the IT program and provide continuity of managerial and specialized skills.

Information Technology Management:

- Establish protocols and implement technology decisions based on needs of the District, and on an understanding of the full cycle of technology purchase
- Establish and supervise high quality assurance processes, including integration and system testing
- Direct, design, installation, operation, maintenance and repair of network systems. Direct and participate in network administration activities and assure proper network security and server maintenance; configure servers and networks to ensure smooth and efficient functioning of computer systems

Communication Systems Management

- Maintain knowledge of converging technologies and new options for enhancing communication through technology
- Assure proper computing and network connectivity and communication between various instructional units, school sites and the District office

Business management

- Manage IT/IS budgets, make purchasing decisions and handle all financial aspects of It/IS.
- Develop and prepare the annual IT/IS budget. Review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

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- Review, modify and approve technology purchase orders; direct and assume effective and efficient disbursement of grant funds.

Data Management

- Maintain an understanding of data driven decision making and the role information needs to play in shaping and supporting the Districts educational programs
- Maintain up-to-date knowledge of data security and tools and techniques to ensure confidential information is secure and ensure data integrity

QUALIFICATIONS:

Knowledge of:

- Best practices for supervision and employee development Practices
- Laws and legal issues related to copyright, privacy, cyber-safety, cyber-bullying, filtering and other aspects of school technology use.
- Data-related industry standards and governmental mandates (CalPADS, IDEA)
- The steps and financial tools involved in budgeting processes
- Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff
- Correct English usage, grammar, spelling and function
- Communication skills - interpersonal, small group, large group
- Maintaining records of a variety of reports and records related to technology and finance
- Employee management, payroll and benefits software and systems

Ability to:

- Hire skilled experts to support and oversee different aspects of the IT/IS programs.
- Set practical and realistic timelines for technology implementation
- Empower staff to assume leadership roles
- Communicate effectively orally and in writing
- Work confidently and with discretion
- Maintain accurate and confidential records
- Work independently

EDUCATION AND EXPERIENCE:

- Bachelor's degree required. Major in information systems, computer science, or related field preferred.
- Any combination of education, training, and/or experience equivalent to a Master's degree plus seven to ten years executive or administrative experience which includes responsibility for the design and/or operation of a large complex data management and data processing operation in the private/public sector and management of multiple simultaneous projects.
- Experience with Acceptable Use Policy (AUP) development and enforcement

LICENSES AND CERTIFICATES:

- Valid California Driver's License

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PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear, and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders, and horizontally, grasp, push/pull.
- Lift and/or carry up to 30 lbs at waist height for short distances.
- Consistent mental alertness
- Sit or stand for extended periods of time;
- Dexterity of both hands and fingers while performing duties

MANAGEMENT SALARY PLACEMENT

Management Team Salary Schedule

Tier 7, Range 04

12-month work year

Board Approved: 9/12/23