

## **Enterprise School District Job Description**

Job Title: Technology Director (Senior Management Position)  
Reports To: Chief Business Official  
Prepared By: Assistant Director of Human Resources  
Prepared Date: October 22, 2010  
Approved By: Board of Trustees  
Approved Date: November 3, 2010

### **SUMMARY**

Under the supervision of the Chief Business Official, is responsible for the formulation and administration of the district wide technology program. Works closely with administrators, acts as the lead person in the design and implementation of connectivity (internet, telecommunications & email). Coordinates and provides technical support for PC and other technical applications which includes diagnosing, and repairing of hardware. Regular trainer for all district staff. Supports on going analysis and coordination of district technical needs in Instruction, Business and Human Resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Ability to communicate effectively with others, good listener
- Acts as liaison among internal, external district customer groups
- Consults and collaborates with outside agencies in the design, installation and maintenance of local and wide area networks:
- Coordinates with Technology committee regularly for implementation of district goals
- Develops and supports specific programs and applications
- Implements technology protocols
- Installs, maintains, enhances existing networks and systems for school libraries, science building, and video studio, classrooms, and offices
- Knowledge of state and district technology trends and expectations
- Knowledge and experience with Cisco systems
- Proficient in project management
- Maintains inventory on all district computer equipment
- Maintenance of system and software applications, hardware and software diagnostics
- Possesses understanding of curriculum needs in relation to technical applications
- Prioritizes department tasks based on District criterion
- Provides direction as well as helps users select and use software
- Provides technical support to all users
- Provides training to district staff
- Supports network applications of Windows 2003 and above, VOIP, CISCO, WCS, ACS, Active Directory, Domain Control and DHCP Services
- Trains other technology staff
- Travels for district approved training
- Works independently and as a team member
- Works well with vendors
- Willingness to learn or possess knowledge and skills required to install and maintain connectivity: servers, print servers, modems, bridges and routers
- Assists in the preparation and organization of data for District management in negotiations with CSEA, EETA (CTA) and unrepresented employees.

- Analyzes the effects on technology and costs of technology of proposals of CSEA and EETA (CTA) for negotiations.
- Responsible for employee supervision in Technology Department: District Technology Specialist I and II, Technology Secretary, Technology Instructional Aides and other related positions.
- Performs technology staff evaluations

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Bachelors degree (B.S.) from four-year college or university preferred
- At least two years of directly related experience (including networking) accompanied by appropriate industry certification and managerial experience
- Possesses in-depth understanding of various computer architecture, IBM, Mac families
- Experience with repair and maintenance of computer and other technology equipment

### **LANGUAGE SKILLS**

- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, clients, customers, all levels of staff, and the general public
- Ability to communicate effectively with diversified groups and individuals

### **MATHEMATICAL SKILLS**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid California driver's license.
- Cisco certificate(s) preferred.

### **PHYSICAL DEMANDS**

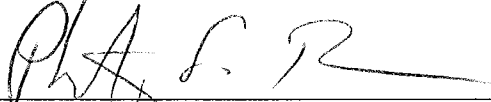
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

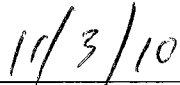
While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must have the dexterity to disassemble, repair and reassemble computer components to facilitate repairs. The employee is occasionally required to stand; walk; climb or balance; and stoop,

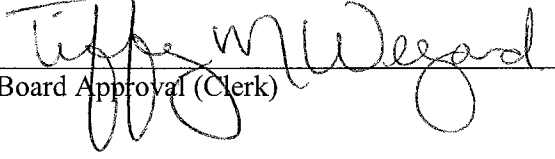
kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.


**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

  
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Chief Business Official

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Approval (Clerk)

  
\_\_\_\_\_  
Date