

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

#### TITLE

**Director I, Technology Services** ~~Director~~

#### QUALIFICATIONS

EDUCATION:	<u>Required</u>	B.A. or B.S. in Computer Science and/or equivalent related field.
	<u>Desired</u>	Possession of MSCE or CNNA Certificate, experience in an education setting.
EXPERIENCE:	<u>Required</u>	A minimum of two years experience working in the technology field that includes some management experience. Experience in installing hardware and software and troubleshooting network problems.
PERSONAL QUALIFICATIONS:		Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

#### BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the **assigned** supervisor, **the Director I, Technology Services**, supervises and coordinates the Technology Services Department including the development of fiscal management practices and procedures; directs the efficient operation of the department; ~~and~~ evaluates assigned personnel; and performs related work as required. The **Director I, Technology Services**, ~~will~~ serves as a point of escalation for complex issues in the areas of networking, telecommunications, server, and desktop support encountered by district staff.

#### DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the **Director I, Technology Services**, ~~Director's~~ job performance will be as follows:

1. **Effectively provide** ~~Leadership~~ leadership and assistance in the implementation of policies and procedures for network maintenance, telecommunications systems, and computer operations ~~will be effectively provided.~~
2. ~~Efforts to supervise and, where necessary,~~ **Provide supervision and** participate in the evaluation, installation, testing and maintenance of complex networks and the software, **where necessary**, on the District's Wide Area Networks (WAN) and Local Area Networks (LAN) ~~will be able to ensure full and productive use of district technology.~~
3. Directs department personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
4. Supervises and directs the work of the Technology ~~Supervisor~~ **Manager**.

5. **Provide** ~~E~~ffective management of the budget and expenditures of the department ~~will have been provided.~~
6. **Provide** ~~i~~nformed direction and support for the purchase, maintenance, and troubleshooting of all types of equipment related to all aspects of technology ~~will be provided.~~
7. Supervise and manage the District's ~~E~~e-mail ~~server~~ **services.**
8. Assist and develop District e-mail policy and practices.
9. Maintain District Acceptable Use Policies.
10. Manage and oversee the installation and maintenance of the District's Telecommunication system.
11. Supervise the development and maintenance of the District web-site.
12. Coordinate and ensure that the updates of all school site School Accountability Report Cards and web pages are maintained.
13. Assist schools, as needed, with the implementation of technology related grants.
14. Work closely with departments, sites, and divisions to ensure optimum acquisition, deployment installation, maintenance, utilization, repair, and security of available technology.
15. Participate in the development and implementation of the District's Future Ready Initiative, responding to short and long term administrative and instructional technology needs, and develop tracking and evaluation programs to assist in accomplishment of established Board of Education goals.
16. Implement a District computer maintenance and upgrade program.
17. Directs departmental operations and supervises appropriate staff.
18. Effectively direct and coordinate communication efforts to the ~~d~~District's administration regarding policies, practices, and procedures related to professional and instructional technology.
19. **Continuously** ~~K~~keep abreast of new technology-related information, trends, events, and potential challenges in the area of technology ~~will be continuously maintained.~~
20. Research trends, products, equipment, tests, etc., for the purpose of recommending procedures and/or purchases.
21. Work with vendors, ~~to~~ selected hardware and software, and ~~provided~~ project management for LAN, WAN, Internet, PC and data hardware and software.
22. **Provide consistent, timely, and effective** ~~C~~ommunications regarding incidents and/or situations which might impact the ~~d~~District, its divisions, or its schools ~~will have been consistently provided to appropriate district office/school personnel in a timely and effective manner.~~

23. **Build and maintain** Aa positive relationship ~~will built and maintained~~ with the county Technology Department.
24. **Demonstrate an** Aactive and consistent efforts ~~will have been made~~ to maintain or improve the external and internal image of the ~~ed~~District, its divisions, and its schools.
25. **Establish** Aannual objectives deemed appropriate by the supervisor ~~will have been established~~.
26. **Gather** Aappropriate data in support of the status of annual objectives and job description elements ~~will have been gathered~~.
27. **Effectively accomplish** Oother duties assigned by the supervisor ~~will have been effectively accomplished~~.

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