

# Goleta Union School District

## **Director of Information Technology**

### ***Basic Function***

Under the joint direction of the Assistant Superintendents of Administrative Services, and Fiscal Services, provide vision, leadership, and direction in the area of technology for all district system operations, projects and services, including all educational programs.

### ***Representative Duties***

Develop organizational goals and objectives as they relate to information systems.

Maintain knowledge of current developments in information technology and management information systems.

Develop operating strategies, plans and procedures, including methods for implementation.

Research and advise on all technology services that includes hardware, network, infrastructure, computer and mobile devices.

Update and oversees the maintenance of the district's networking infrastructure.

Manage technology budget, requisitions, and work order system.

Manage deployment of a variety of software products, apps and cloud services for the purpose of ensuring availability and functionality of district-supported technology in the classroom.

Conduct or participate in meetings, workshops, or trainings for the purpose of conveying and/or gathering information required to perform job functions.

Assign and prioritize projects and technology requests for the purpose of ensuring security, maintenance and functionality of district-supported technology.

Collaborate with instructional leaders to establish technology goals and standards in the classroom.

Coordinate with Director of Maintenance, Operations and Transportation on technology infrastructure projects.

Identify the training of professional learning needs of informational technology staff.

Coordinate, and supervise the work and activities of staff and evaluate performance of staff.

Perform other related duties as assigned.

### ***Knowledge and Abilities***

#### *Knowledge of:*

Methods, tools, and procedures used in the implementation, installation, operation, management, repair and maintenance of technological and multimedia equipment.

Electronic principles and practices, including safety protocol and precautions.

Wired and wireless network architecture, hardware, software and administration

Record keeping, budget management and organizational techniques.

Written communication skills to create documents to provide guidelines, resources and information to others.

Principles of management, supervision and training.

*Ability to:*

Maintain current knowledge of technological advances in the field.

Research, design, plan, prioritize and organize information technology work.

Develop and maintain effective working relationships with District leadership staff, vendors and consultants.

Collaborate with staff to further the integration of technology into the curriculum and establish best practices.

Analyze problems, identify appropriate solutions, project consequences of proposed actions and implementation recommendations.

Maintain accurate records and organized files.

Train, supervise and evaluate personnel.

Work independently and as a team member.

Establish and maintain cooperative and effective working relationships with others.

Demonstrate effective oral and written communication.

Provide appropriate customer service and staff guidance.

***Education and Experience***

Five years of job related technology experience. College degree and relevant industry certifications desired.

***Licenses and Other Requirements***

Valid California Driver License

***Working Conditions***

*Environment*

Indoor and outdoor work environment

Driving a vehicle to conduct work

*Physical Demands*

Dexterity of hands and fingers to operate a variety of electronic equipment

Reaching overhead above the shoulders and horizontally

Bending at the waist, kneeling or crouching

Carrying, lifting, pushing or pulling heavy equipment, climbing ladders and working from heights

*Hazards*

Exposure to electrical power.