

Madera Unified School District Classified Job Description

Director- Information and Technology Support

Purpose Statement

The job of Director-Information and Technology Support was established for the purpose/s of supporting the educational process with specific responsibility for directing technology use and services, providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Deputy Superintendent.

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Conducts cost and technical studies for new hardware and/or software requirements for the purpose of supporting decision-making for District technology investment.
- Develops, administers and interprets policy guidelines, district goals, system standards and operating procedures for the purpose of ensuring compliance with adopted policies and procedures.
- Directs the design and implementation of information systems and procedures for the purpose of improving the efficiency of the operation.
- Manages the integration of total networking of district and school user (e.g. staff, printers, terminals, computer equipment, software, etc.) for the purpose of ensuring the efficient growth and development of productivity for users of the District's system.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Plans, organizes, directs, coordinates and controls activities of the Data Processing Department in coordination with District needs for the purpose of

providing services within established timeframes and in compliance with related requirements.

- Prepares and maintains necessary state and federal reporting requirements for the purpose of documenting activities, requests and issues, providing audit references, and/or meeting compliance requirements.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, and implementing actions.
- Researches topics related to current and emerging technology (e.g. relevant policies, current practices, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; planning, assigning, supervising reviewing systems analysis, design and programming; current generation and emerging programming languages; networking technologies and operating systems.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based

competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience: Five years of increasingly responsible experience overseeing a multifaceted Information Systems; overseeing installations and maintenance of computer hardware and software; preferably in a school setting.

Education: Bachelors degree from a nationally accredited college or university, in Computer Science, and/ or Informations Systems or closely related field which includes Information Systems related course study.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

None Specified

Certificates

Valid CDL

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

FLSA Status

Exempt

Approval Date

Salary Range

Classified Management Salary Schedule – Range 29