INFORMATION SHEET 10.11.2022 TRUSTEES' MEETING

To: Jim Bridges

For: Board of Trustees

Prepared by: Emily Stroup

Re: Proposed New Job Description and Salary Schedule Placement - Director of Information Technology, Classified Management/Confidential Salary Schedule Range 35.

The District is proposing the addition of the following Classified Management position:

Director of Information Technology

It is recommended that the position be placed on the Classified Management/Confidential Salary Schedule Range 35.

RECOMMENDATION:
Approval of the Proposed New Job Description and Salary Schedule Placement - Director of Information Technology, Classified Management/Confidential Salary Schedule Range 35.

JOB DESCRIPTION

POSITION: Director of Information Technology
SALARY PLACEMENT: Classified Management Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

- BA/BS degree with a concentration in computer-related technology and/or Business Administration or equivalent experience.

MINIMUM EXPERIENCE:

- Experience in the management and administration of a school district's technology department or equivalent.
- Working knowledge of K-12 educational system.

LICENSES AND CERTIFICATIONS:

- A+ certifications desired.
- Possession of a valid California driver's license is required.

SUMMARY OF POSITION:

Under the direction of the Superintendent or Designee, and in coordination with the Superintendent's cabinet, the Director of Information Technology (DIT) will be accountable to plan, organize, coordinate, and direct the day-to-day functions of the Information Technology Services Department; provide leadership and direction in the on-going development of district information systems, school and classroom technology, instructional interactive media and administrative technology applications; efficient and timely delivery of high quality technological services to meet the needs of the District; and to supervise and provide clear work direction and evaluate the performance of assigned staff. Supports the integration of technology into the curriculum and teaching practices.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

- Direct and implement the design, maintenance and installation of the District information systems networks, associated technologies, VoIP, and client-based applications.
- Apply for and understand government grants and the appropriate corresponding regulations and guidelines, including E-Rate applications and claims.
- Coordinate, maintain, and train end users on student databases, asset tracking systems, and other best practices for network security
- Install district adopted operating systems
- Install and support district adopted personal productivity applications, Database applications, Network applications, and Network applications
- Maintain a knowledge and understanding of industry standards relating to technology.

- Develop and administer policy guidelines, system standards and operating procedures; interpret policy, and establish goals for the Technology Department.
- Assist in the development, implementation, modification and evaluation of district/school site technology plans.
- Participate in the development of long and short-range plans for the configuration and usage of the server computer system, Local Area Networks (LAN) and wide Area Networks (WAN). Forecast needs and requirements, provide recommendations, direct the design and implementation of systems and procedures for improving efficiency of operations.
- Performs economic and technical feasibility studies for new hardware and software requirements.
- Review and recommend server, networking, and PC equipment specifications district-wide.
- Develop and implement standards for hardware and software purchases and installations.
- Coordinate activities with other district departments and outside agencies and organizations.
- Provide support for, and participate in the administration of District Staff Development in the area of Technology.
- Evaluate technology innovations and monitor technology standards to make recommendations regarding the most cost-effective district use of technology.
- Monitor and evaluate the scheduling of computer installation, maintenance and repairs.
- Works closely with the COE IT staff to ensure compliance with County system requirements, network security, including building firewalls, applying cryptography to network applications, manage host security, file permissions, backup and disaster recovery plans, file system integrity, and adding and deleting users
- Confers and collaborates regularly with representatives of the County IT staff, systems vendors, peers, and user groups to continually improve District system performance and personal system expertise. Serves as the primary liaison between COE/District Technology Services and administrative or instructional departments, school sites and external offices i.e. User Departments. Collaborates with User Departments to organize and guide the operations and staff of various site offices; develops and implements appropriate procedures.
- Meet with and maintain quality relationships and contracts with the county office and vendors for the mutual benefit of both parties.
- Travels to assigned schools to provide technical support, education and user assistance regarding specific hardware/software issues; troubleshoots equipment problems with the file server, classroom workstations, printers, and/or courseware.
- Prioritizes and schedules work orders. Respond to online work orders/requests for assistance with computer hardware and software.
- Communicate with users to help solve problems with district applications and procedures in an understandable language.
- Provide District leadership and coordination in the use of technology including operational systems technologies, security and safety technologies, and curricula technologies, etc.
- Design methods for preparation and maintenance of records related to passwords, licenses, work orders, asset tracking, purchases, replacements, data storage and integration, and network security.
- Train, evaluate and supervise personnel in the Information Technology Department.
- Research, prepare and present oral, written, and electronic reports as necessary.
- Maintain necessary records.
- Develop and administer assigned budgets; direct the forecast of and recommend additional funds needed for staffing, equipment, materials and supplies.
- Assume related responsibilities and perform related duties as required.
- Maintain cooperative working relationships with parents, staff, and other district personnel.

- Other related duties as assigned

KNOWLEDGE AND ABILITY:

- Principles and practices of supervision and training.
- Principles of systems analysis.
- Operating system and programming languages used by the District.
- Planning, organization, and direction of the assigned area.
- Multimedia applications including but not limited to: desktop publishing, intra/internet applications, web site and forms design.
- Management information systems.
- Technical aspects of the field of specialty.
- Analytical and problem solving abilities.
- Intra/internet concepts and development.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operations of a computer to enter data, maintain records, and generate reports.

DIRECTLY REPORTS TO:
Superintendent

PHYSICAL ENVIRONMENT:
Sit for extended periods at a desk, conference table or in meeting rooms; frequently stand and walk; bend, stoop and reach overhead; normal manual dexterity and eye-hand coordination; physical agility to lift and move up to 25 pounds; see and read a computer screen, and printed matter with or without visual aids; verbal communications including the ability to speak and hear at normal room levels; ability to use office equipment including computer terminals, telephones, calculators, copiers and FAX.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors in a standard office environment and come in direct contact with staff, students, parents, and the public.

BOARD APPROVED:
DRAFT - October 11, 2022

2022-2023 CLASSIFIED MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE

CLASSIFIED MANAGEMENT							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
10	CBO	252	$127,431	$131,258	$135,190	$139,247	$143,430
20	Director Maintenance, Operations & Transportation	261	$68,239	$71,592	$75,223	$78,985	$82,930
25	Information Technology Coordinator	251	$64,939	$68,231	$71,625	$75,219	$78,954
30	Director Food Services	220	$53,120	$54,765	$57,523	$60,373	$63,407
35	Director of Informational Technology	251	$77,156	$81,014	$84,578	$88,807	$93,247

CONFIDENTIAL							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
310	*Administrative Assistant II	251	$29.43	$30.79	$32.25	$33.75	$35.35
320	Administrative Assistant I	251	$24.76	$26.00	$27.30	$28.67	$30.10
325	Human Resources Specialist	251	$25.38	$26.65	$27.98	$29.39	$30.85
330	School Information Systems Specialist	251	$25.93	$27.23	$28.60	$30.03	$31.54
340	Business Services Specialist	251	$23.35	$24.52	$25.75	$27.02	$28.37
350	Payroll/Accounts Specialist	251	$22.24	$23.35	$24.52	$25.75	$27.03
360	Administrative Assistant to the Principal	224	$20.55	$21.58	$22.65	$23.77	$24.96