



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

JOB TITLE: DIRECTOR OF TECHNOLOGY

REPORTS TO: Associate Superintendent for HR & Admin.

SITE: District Office

CLASSIFICATION: Classified Management

WORK YEAR: 12 Month

SALARY: Administrator – Manager Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: November 15, 2012

JOB SUMMARY:

The Director of Technology shall report to the Associate Superintendent for Human Resources and Administrative Services and be responsible for district technology services and the management and evaluation of the Technology Support Group. Responsibilities include providing leadership and direction in the effective use of instructional and operational technology; technology services planning, organization, administration and evaluation; staying current with emerging technologies and integrating new technologies to increase efficiencies and productivity within the district; and performing other related duties that facilitate the use of technology by students, teachers, support staff, and administration.

ESSENTIAL FUNCTIONS:

- Assesses incidents, complaints and/or accidents for the purpose of resolving or recommending a resolution to the situation.
- Designs computer networks (e.g. internet, web mail, FTP servers, etc.) for the purpose of ensuring effective and efficient operating systems.
- Directs department personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.
- Maintains network operations and software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.), operating systems, districtwide server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.
- Manages assigned projects and program components including television, intercom and wireless services (e.g. migration to new systems, scheduling installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives.
- Participates in a variety of planning and development activities, including districtwide committees, for the purpose of creating short and long range plans.
- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department outcomes are achieved.
- Prepares written materials (e.g. procedures, system level documentation, reports, memos, letters, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

San Mateo Union High School District
Director of Technology - Position Description (continued)

- Recommends equipment, supplies and materials (e.g. purchase equipment, lease equipment, etc.) for the purpose of acquiring required items and completing jobs efficiently.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
- Develop, maintain and communicate District Technology Plan.
- Evaluate and direct technology support services.
- Coordinate and lead development of the district's technology infrastructure as part of facilities and general district planning.
- Oversee plan and budget for the purchase, maintenance and replacement of district technology equipment and assets.
- Develop annual replacement plan incorporating phone system.
- Identify training needs of the Technology Support Group and facilitate staff development programs that enhance the group's ability to install, support and maintain all forms of instructional and information management technology.
- Identify staff development needs relating to technology use in classrooms and offices.
- Coordinate ongoing, systematic software and technology training for office staff based on identified needs.
- Provide direction for district communication systems and student data systems.
- Oversee monitoring of information systems for compliance with state, district and administrative policy regarding collection, reporting and archiving of data.
- Oversee district technology use policy.
- Evaluate district technology staff.
- Participate in technology related public and private programs and joint venture opportunities.
- Collaborate with technology team and use constituents with system plans and implementations.

QUALIFICATIONS:

- Bachelor's degree and experience with technology systems.
- Preferred experience in education and experience in a supervisory capacity.
- Strong interpersonal and leadership skills.
- High level of technical skill as demonstrated by education and work experience.
- Demonstrated effectiveness in communication with all levels of personnel and the ability to coordinate and facilitate group activities.
- System certificates such as Cisco, Microsoft, etc and programming skills
- Ability to multi-task in a busy environment.
- Demonstrated ability to plan, organize and interpret complex policies and procedures.
- Demonstrated ability to utilize critical thinking skills to perform tasks with efficiency, accuracy and attention to detail.
- Strong analytical and organizational skills.
- Effective oral and written communication with all levels of personnel.
- Demonstrated experience with and knowledge of network management, network security and content management, data resource storage and availability and voice communication systems with VoIP.
- Demonstrated experience with and knowledge of network hardware including routers, switches, firewalls and wireless devices in both Local area Network (LAN) and Wide Area Network (WAN) environments.
- Ability to perform tasks at a reasonable speed.
- Ability to stay with a task until it is complete.

San Mateo Union High School District
Director of Technology - Position Description (continued)

- Ability to come to work regularly in spite of personal or emotional issues.
- Ability to want and to try to do a good job; and to persist until it is accomplished.
- Ability to accept supervision and get along with coworkers and the public.
- Ability to be truthful and to refrain from lying and stealing at work
- Ability to work under the pressure of deadlines.
- Ability to work with difficult people.
- Ability to understand and use peaceful, non-confrontational problem-solving skills with other people.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Ability to sit for long periods of time.
- Ability to read fine print.
- Ability to operate a network hardware.
- Ability to stand, reach, bend, lift, kneel and squat.
- The ability to lift up to 35 pounds.
- Manual dexterity to manipulate fine equipment and tools.
- Ability to hear conversation in person and on the telephone.
- Noise level in working environment moderate to high.

LICENSE/OTHER REQUIREMENTS:

- Requires valid driver's license.
- Requires pre-employment clearance (fingerprint and tuberculosis).

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

**San Mateo Union High School District
Director of Technology - Position Description (continued)**