Escondido Union High School District
Job Description

Job Title: Information Technology Director
Employee Unit: Management
FLSA Status: Exempt
Salary Level: Range 35 Management Salary Schedule
Approved By: Board of Education
Approved Date: February 11, 2014

SUMMARY

Under supervision of the Assistant Superintendent, Business Services, serves as the technical expert in information technology; serves as the district's primary source for information, consultation and recommendations on all matters related to the implementation, maintenance, configuration, and administration of district's computer systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage the district's Information Technology department to meet the needs of the users, managers and outside agencies/vendors.
- Serve as the district's primary source for information, consultation and recommendations on all matters related to the implementation, maintenance, configuration, and administration of district's information technology systems.
- Serve as a technical expert for Information Technology systems and services.
- Serve as a technical resource on systems including operating systems, databases, application software, and related systems.
- Confer with network users about how to solve existing system problems.
- Direct data backups and disaster recovery operations.
- Plan, coordinate, and implement network security measures in order to protect data, software, and hardware.
- Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.
- Design, configure, and test computer hardware, networking software and operating system software.
- Oversee the diagnosis of hardware and software problems, and the replacement of defective components.
- Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations.

- Operate master systems in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
- Supervise the performance of routine network startup and shutdown procedures, and maintain control records.
- Work on problems or projects of diverse scope and maximum complexity where analysis of situations or data requires in-depth evaluation of multiple factors.
- Ensure that responses to user problems, issues, and requests are addressed.
- Oversee the implementation, maintenance, and configuration system enhancements and software fixes.
- Plan for and support the processing of all upgrades, patches, and major releases for the district's computer systems and software.
- Attend and participate in professional group meetings to remain current in regards to new trends and innovations in the field of information technology and network administration.
- Interview, hire, supervise, evaluate, and discipline subordinates.
- Manage software licensing and ensure all district owned programs are properly licensed.
- Perform other related duties as assigned.

Knowledge of:
- Database concepts, design and processing techniques, principles of structured programming.
- Principles of computer based telecommunications systems.
- Operation of computer systems and related equipment.
- Systems and procedures analysis and development.
- Operations, production capacity, and uses of standard information technology equipment.
- Hardware and software installation procedures.
- Assembly and programming language.
- Host/server operating systems.
- Applicable software systems.
- Information technology terminology.

Ability to:
- Direct the Information Technology function of the district effectively.
- Oversee and provide technical expertise in the installation and operation of a variety of computer network equipment/devices.
- Oversee the diagnosis of malfunctions in microcomputer hardware and software and network problems.
- Perform duties with awareness of all district requirements and Board of Education policies.
- Supervise the restoration of computers and related equipment to operating standards.
- Attend conferences and workshops to maintain current knowledge of regulations and requirements and best practices.
- Communicate effectively both orally and in writing, including writing complex proposals, presentations and reports.
- Develop and provide effective presentations to administrators and the Board.
- Direct research of new theories, best practices and/or trends to improve operation of the

department.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Respond to changing rules and regulations.
- Prepare the annual budget, monitor and administer the budgetary expenditures.
- Communicate effectively orally and in writing, with a variety of public, staff and management groups.
- Implement systems to protect data security.
- Work from plans, technical manuals, schematics, diagrams, and specifications.
- Maintain current knowledge of technological advances in the field.
- Make effective decisions and take independent action.
- Operate a computer and use related software.
- Supervise, evaluate and discipline subordinates.
- Interview and select employees and recommend termination and disciplinary actions when necessary.
- Direct and evaluate the performance of assigned staff.
- Plan, coordinate and arrange for appropriate training of subordinates.
- Analyze and evaluate data for specific use.
- Demonstrate organizational, time management, analytical and problem solving skills.
- Prioritize workload and conflicting demands.
- Work independently with little direction and provide work direction to others.
- Schedule work.
- Work effectively in a demanding environment.
- Accept and carry out responsibility for direction, control, and planning.
- Promote workplace diversity and a positive work environment.
- Maintain confidentiality.
- Establish and maintain working relationships with the public, staff, subordinates, and administrators.
- Promote a collaborative team environment.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, and staff.
- Use interpersonal techniques with tact, patience and courtesy.
- Develop and maintain effective interpersonal relations using tact, patience and courtesy

SUPERVISORY RESPONSIBILITIES

Manages assigned personnel responsible for planning, acquiring and implementing technology in the learning process. Is responsible for the overall direction, coordination, and evaluation of this unit. May directly supervise supervisory and non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree (B. A.) from four-year college or university; or four years' experience as a network systems administrator as well as hands-on experience in installing, configuring and maintaining personal computers and networking systems, including software and hardware and infrastructure; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS
Ability to comprehend and apply principles of computer programming.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment is usually quiet.

COMMENTS
As a representative of the Escondido Union High School District, the individual assigned to this position must present a professional appearance and demeanor, demonstrate a commitment to excellence in education and exhibit the ability to develop and maintain effective communication and cooperative working relationships with administrative divisions and schools as well as support all goals of the district.