Magnolia School District

Director of Technology

DEFINITION
Under the administrative direction of the Assistant Superintendent, Business Services, manage, plan, oversee, maintain access and security of all District-wide and site-level information systems, data networks, operating systems, applications support, and technology infrastructure; oversee and participate in the operation, design, maintenance, and repair of electronic systems and instructional equipment utilized by the District staff, school personnel, and Information Technology personnel; facilitate the bid process associated with network and installations; supervise and evaluate the performance of assigned personnel; and perform other related duties as assigned.

ESSENTIAL FUNCTIONS
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Identify, plan, and establish goals and objectives related to technology district-wide;
- Manage the design, maintenance, installation, and repair of District networks, operating systems, software applications, security administration, web sites, Intranet, Internet, databases, and hardware;
- Manage and monitor software and firmware updates for all District hardware;
- Plan, oversee, and assist in designing District-wide and school site networking and systems infrastructure, while maintaining and overall plan that includes video, voice, and data communications;
- Develop daily and long-range implementation plans for data systems that are consistent with the national technology trends and practices, State, County and District needs;
- Establish operating procedures and standards consistent with Electronic Industries Association and Telecommunications Industry Association and the commercial building telecommunications wiring standards;
- Manage and supervise information systems including installation, configuration, and operation of file services, routers, hubs, switches, and networks for the entire District;
- Monitor and determine effective usage of content filtering, email, internet access, VoIP phones, two-way radios/cell phones, SPAM, spyware, Active Directory, district document and retrieval systems, library system, student information system and work order system;
- Manage the design, implementation and troubleshooting of Cisco WAN hardware and software. Manage SQL Database installation, maintenance and programming;
- Coordinate E-rate application process to include completing forms, RFP, and contract preparation; manage all E-rate projects;
- Oversee and work with other department's technology needs; provide network support and hardware for each department such as shared drives and u-drives; provide service and support to principles on instructional network applications programs;
- Plan and oversee District-wide protocols and security practices involving passwords, email addresses, software operating specifications, files, and related resources.
- Coordinate, train, schedule and review the work of staff involving the use of software applications on all standardized District computer systems;
- Make recommendations for additional equipment and replacement purchases; administer and update inventory of equipment replacement parts.
- Schedule the installation and maintenance of PC equipment, printers, and network related equipment and software while coordinating repairs with the Information Technology Staff;

- Assess malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer network operations;
- Consult and make recommendations on software purchases involving IT staff;
- Obtain vendor quotations and participate in the purchase of district-wide systems and upgrades for educational and administrative technology;
- Assist in the evaluation, acquisition, distribution, and maintenance of hardware and software.
- Advise and train staff on network configurations, designs and services, internet access, T1 lines, broadband connectivity, fiber, email services, VoIP phones, two-way radios, library systems.
- Attend and serve as liaison to the Orange County Department of Education information systems staff and attend countywide technology meetings;
- Stay current with IT policies and procedures for the development of long range planning;
- Develop and oversee an inventory system for all district and school site computer equipment;
- Provide leadership that promotes collaborative planning, innovative thinking and exemplary programs and services;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS ~~GUIDELINES~~
Knowledge of:
- Principles and practices of information systems and networking management, including applications design, hardware and software options for educational, technical, and operations applications and the cost-benefit of system alternatives;
- Digital and analog voice and data transferring systems, including teleconferencing, point-to-point communications systems, and distance learning opportunities;
- TCP/IP operations, addresses, and requirements;
- PC and mini-computer systems software such as MS Office, Windows, Explorer, Exchange, fiscal services and human resources systems, student information system, employee substitute and attendance system, public education purchasing, accounting systems, and contracts and bidding processes;
- Project management practices applied to computer systems development and installation.

Ability to:
- Plan, organize, integrate and manage information and network systems development, installation, configuration, operation and administration programs and services;
- Establish and maintain project and production schedules;
- Identify information technology issues and opportunities,
- Analyze problems and alternatives and develop sound conclusions and recommendations;
- Assess user department technology requirements, set priorities and allocate resources to most effectively meet needs in a timely manner;
- Evaluate programs and make recommendations for improvement;
- Evaluate complex technology and strategies and make effective recommendations that maximize return on investment;
- Develop and implement appropriate procedures and controls; perform complex diagnostics and troubleshooting on hardware, software and communications problems;
- Oversee the development of queries, specific database fields, and operations of software utilized in the District;
- Implement the newest techniques and designs in network configuration and PC operations;
- Manage equipment, supplies, and materials needed to maintain the District-wide information and network systems;
- Manage budget planning, administrative reports, and audits;

- Prepare clear, concise and accurate reports and other materials;
- Manage, supervise, train, and evaluate personnel;
- Establish and maintain respectful and cooperative working relationships with others;
- Manage and coordinate projects to meet deadlines.

Education/Training/Experience:
- Bachelor's degree (preferred) in computer science, management information systems or a closely related field;
- Seven years of progressively responsible experience in the design;
- Programming and installation of information and network systems and hardware, at least three of which were at a project management or supervisory level;
- Or an equivalent combination of training and experience.

Licenses/Certificates/Special Requirements:
- A valid Class C California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS
The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee is required to frequently sit and occasionally walk and stand to access work areas and files;
- Stoop, kneel, or crouch to access or place records or files;
- Lift and carry records and documents, typically weighing less than 20pounds;
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this class, the employee must be able to use written and oral communication skills;
- Read and interpret data, information and documents;
- Interpret policies and procedures; use math and mathematical reasoning;
- Learn and apply new information or new skills;
- Work under deadlines with constant interruptions; and interact with District staff, managers, instructors, vendors, and other organizations and the public; occasionally required to deal with staff in conflict situations.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 68M
Created/Revised: 7/6/16, 07/2018
Board Approved: 04/2017, 07/2018