

**Beaumont Unified School District
JOB DESCRIPTION**

<u>TITLE:</u>	Director of Technology	<u>CLASSIFICATION:</u>	Classified Administrator
<u>REPORTS TO:</u>	Assistant Superintendent of Instruction and Support Services	<u>SALARY SCHEDULE:</u>	278/R1
<u>WORK YEAR:</u>	12 Months		

GENERAL DESCRIPTION:

Under the direction of the Assistant Superintendent of Instruction and Support Services, The ~~the~~ Director of Technology provides ~~District-wide~~ Districtwide leadership in the direction of educational technology services to all schools and the Educational Support Facility. -The Director provides technical expertise in planning and developing technology strategies for use in classrooms, office buildings, support facilities, and libraries to enhance student learning. The Director is responsible for the integration and advancement of technological and operating systems to ensure the District continues to use innovative systems, devices, programs, software, and equipment.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Functions as the District specialist in educational technology; provides leadership in curriculum development, dissemination, and implementation of educational technology strategies; **E**
- Directs the District's long-range plans for instructional use of technology; reviews and revises, ~~upon arrival,~~ the District's plan to incorporate technology into classrooms and District; **E**
- Works with schools and the Educational Support Facility (ESF) to develop and implement plans for acquisition of hardware and software related to educational technology; **E**
- Trains all staff to integrate technology thoroughly into all aspects of the curriculum;
- Publicizes District commitments to enhance student learning using technologies across all District school sites; **E**
- Provides leadership in assessing in-service educational needs; plans and supports staff including demonstrations, workshops, orientations, and group meetings; conducts in-service activities for District staff;
- Leads the District in Artificial Intelligence (AI) tools, processes, policies, and instructional advances; E
- Works as a ~~Community Liaison~~ liaison to encourage parents and community members to become involved with District plans for educational technology and participation; **E**
- Establishes and maintains positive relationships with business leaders, organizations, and groups at the local, state, and national levels interested in educational technology and various applications in the classroom;
- Chairs or participates in committees, conferences, workshops, professional activities, and research to ~~keep abreast~~ stay informed of the latest offerings in educational technology; **E**
- Manages the District's E-Rate program and other sources of technology funding; **E**
- Works as the expert in ~~the~~ District network security, keyless entry, security camera systems, and internet-based equipment such as Voice Over Internet Protocol (VOIP) phones, speakers, etc.; **E**
- Assists in the development of grant proposals; obtains funding sources for special pilots and projects; monitors assigned budgets and administers expenditure of funds;
- Protects the District's intellectual property; **E**
- Acts as a ~~District-wide~~ Districtwide resource for designing new and remodeled facilities utilizing new equipment and technologies; **E**

- Works to improve the overall quality of education received by students and teachers in the District; acts as an educational change agent and is aware of technology trends and possible future of the field of technology in education; **E**
- Leads the District's technology refresh plan; **E**
- ~~Works~~ Partners with higher educational institutions to allow staff to earn credits and certificates in technology and multi-media;
- Remains technically competent; continues to grow as a professional and educational leader (attends meetings, ~~gives talks~~ delivers presentations, writes articles) at District, regional, or other levels;
- Trains, supervises, directs, and evaluates the performance of assigned personnel; **E**
- Adheres to and implement the certificated and classified collective bargaining agreements;
- Performs job assignment safely for the purpose of protecting people and property; **E**
- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

E = Essential Function

JOB REQUIREMENTS/QUALIFICATIONS:

Education:

- High school diploma or equivalent to completion of twelfth grade;
- ~~A Bachelor's degree from an accredited college or university, preferably in Information Technology or other related field from an accredited institution of higher education is required,;~~
- Master's degree from an accredited college or university, is preferred.

Experience:

- ~~Five (5) years of Experience~~ experience in any of the following areas: LANs, telecommunications, endpoint computers, security systems, Enterprise applications, and related K-12 instructional technology computer applications and teaching methodologies;
- Successful grant writing experience;
- Experience with E-Rate and other sources of technology funding;
- Experience in designing curriculum which integrates technology;
- Experience working with the community and other educational organizations;
- Three (3) years supervisory experience;
- Experience in California public schools, preferred.

Licenses, Certifications and Testing:

- Pass a Prepre-employment physical and drug test;
- A Current-current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California Driver's License during the course of employment and be insurable by the District's liability insurance carrier.

Knowledge and skills of:

- Multi-media technology and application software;
- Operating systems, including Windows and Apple;
- Principles and techniques of budget preparation and control;
- Grant writing;
- Technology facilities, equipment, and troubleshooting;

- District organization, operations, policies, procedures, rules, and regulations;
- Principles and practices of administration, supervision, and training;
- Principles and techniques of preparing, producing, and disseminating public information;
- Principles and techniques of establishing and maintaining good community relations-;
- Standard office equipment and computer applications including Microsoft Office and Google environments, with expertise in Excel, PowerPoint, and Adobe;
- Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, letter, and report writing.

Ability to:

- Provide leadership and direction to the educational technology plan;
- ~~Lead a team of technicians and network coordinators;~~
- ~~Analyze problems, make decisions and be responsible for those decisions;~~
- ~~Communicate effectively, both orally and in writing, with staff and community in a multi-ethnic educational environment;~~
- ~~Read, interpret, apply, and explain laws, rules, regulations, policies, and procedures;~~
- Routinely travel to District school sites, community events, and meetings; periodically represent the District in events; attend evening and weekend meetings;
- Initiate and gather materials from a variety of sources;
- Calmly and safely respond to emergency situations;
- ~~Establish and maintain cooperative and effective working relationships with others;~~
- Train, supervise, and evaluate the performance of assigned staff;
- Prioritize and schedule work;
- Prepare, administer, monitor, and control the annual department plan and budget;
- Maintain current knowledge of program rules, regulations, requirements and restrictions;
- ~~Problem solve~~Problem-solve and think critically;
- Demonstrate aptitude or competence for assigned responsibilities;
- Follow directions and work as a productive member of a highly functioning administrative team;
- Work ~~on-site~~onsite during the hours required;
- Motivate stakeholders to implement District vision, Board priorities, and District goals;
- Demonstrate strong leadership and effectively present and respond to questions from various stakeholders;
- Model District standards of ethics, confidentiality, and professionalism;
- Have a high tolerance for ongoing stressful situations;
- Work with deadlines and under pressure;
- Maintain the confidentiality and security of sensitive information;
- Compile and maintain accurate records and files;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures related to public education, and specific to Beaumont Unified School District-; and apply them with good judgement in a variety of situations;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow ~~oral~~verbal and written instructions in English;
- Learn and support new and ~~fast-changing~~fast-changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance, ~~and courteous demeanor at all times;~~

- ~~Maintain flexibility~~ Be flexible, exhibit integrity, and exercise mature judgment;
- ~~Display~~ Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience, and courtesy while demonstrating exemplary customer service in working with students, staff, and the public;
- ~~Maintain a high tolerance for ongoing stressful situations;~~
- ~~Model District standards of ethics, confidentiality, and professionalism.~~

PHYSICAL ABILITIES AND WORKING CONDITIONS:

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Number of Hours				
	0-2	3-4	4-5	6-8	N/A
1. Mobility			X		
2. Use of depth perception and ability to focus		X			
3. Standing, walking			X		
4. Sitting			X		
5. Twisting, stooping, bending over			X		
6. Crawling, climbing	X				
7. Reaching overhead-above the shoulders		X			
8. Crouching, kneeling, and balancing	X				
9. Pushing or pulling		X			
10. Lifting or carrying up to 50 lbs.		X			
11. Hearing acuity for conversations or other sounds			X		
12. Use of voice in face to face conversations or during telephone conversations			X		
13. Gross muscle use of arms and legs			X		
14. Handling, grasping, and feeling objects		X			
15. Repetitive use of dominant hand			X		
16. Fine dexterity with both hands				X	
17. Exposure to stairs, ramps or uneven ground				X	
18. Working around equipment and machinery having moving parts and generating heat		X			
19. Contact with toxic substances	X				
20. Exposure to dust, gas, or fumes	X				
21. Work in varied temperatures			X		
22. Operating a motor vehicle		X			
23. Use of a ladder	X				
24. Subject to frequent interruptions				X	
25. Viewing a computer monitor				X	
26. Contact with distraught or abusive individuals		X			