

SAN DIEGO UNIFIED SCHOOL DISTRICT

TITLE:	Manager – Information Technology	REPORTS TO:	Executive Director, Information Technology
DEPARTMENT:	Information Technology On-Site Support	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	028
ISSUED:	August 8, 2006		

BASIC FUNCTION:

Plan, organize, develop and implement technology services and support to schools and central offices; provide districtwide leadership and technical expertise in planning and developing technology strategies for support at school sites, and supervise assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, develop and implement technology services to schools and central offices; provide leadership in development, dissemination and implementation of technology strategies. *E*

Work with schools and district offices to develop and implement plans for supporting district technology solutions. *E*

Publicize district support strategies utilizing technologies through speaking engagements at schools and through publication of newsletters and other visual aids. *E*

Plan, organize, and implement long- and short-term programs and activities designed to develop assigned programs and services. *E*

Plan and develop activities for office staff including demonstrations, workshops, orientations, and group meetings. *E*

Supervise and coordinate the activities of the Information Technology On-Site Support Department certificated and classified staff. *E*

Provide technical expertise, information and assistance to the department executive director regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the executive director of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Maintain current knowledge of applicable provisions of the district auditing activities of the department. *E*

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Establish and maintain positive relationships with business leaders, organizations and groups at the local, state and national levels interested in technology and various applications support systems. *E*

Monitor assigned budgets for the Information Technology On-Site Support Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Review appropriate legislation to assure district compliance with laws and procedures related to fiscal processes and make recommendations on changes which may result in more efficient operation of the District; recommend waivers. *E*

Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, state, and federal agencies and associations to remain current on programs and issues that affect Technology and technology services; present reports and initial findings as assigned. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master's degree in Educational Technology and three years of successful instructional experience with technology in an instructional setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern theories, techniques and methodologies of instruction, school operation and industry standards.

Evaluation techniques, including needs assessment, formative and summative evaluations, research, and statistical analysis.

Educational technology facilities and equipment.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize, develop and implement technology services to schools and central offices.
- Plan, organize and administer the District's Information Technology Support program activities for the District.
- Provide District-wide leadership and technical expertise in planning and developing technology strategies.
- Supervise assigned staff.
- Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1877

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