

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Executive Director, Information Technology	REPORTS TO:	Chief of Innovation Officer
DEPARTMENT:	Information Technology Support Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	042
REVISED:	June 9, 2015		

BASIC FUNCTION:

Plan, organize, manage, and direct the daily operations of assigned functions within the Information Technology Support Services Division; review, develop, implement, and communicate district-wide policies and procedures to ensure compliance; conduct research, analyze data, and prepare statistical reports to support and implement best practices; plan, direct, coordinate, organize, and implement technology and information management systems.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, control and direct the development and implementation of the District-wide Information Technology initiatives, systems and operations; direct and manage the areas of Information Technology applications development, systems infrastructure and architecture, customer support services and printing services. ***E***

Plan, organize, develop and implement educational technology services to schools and central offices; provide District-wide leadership and technical expertise in planning and developing technology strategies for use in classrooms to enhance student learning. ***E***

Plan, organize, control and direct the development and implementation of the District-Wide Applications program, strategy, goals and initiatives. ***E***

Direct the District's interface with community, private sector and government agency representatives regarding the adaptation and fusion of technology with curriculum and the classroom. ***E***

Plan and direct establishment of work groups, committees and/or task forces related to district wide technology applications; establish procedures to review/change district practices to best business practices. ***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***

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

Work with schools and District offices to develop and implement plans for acquisition of hardware and software related to the District's technology goals and initiatives. *E*

Publicize District commitments for enhanced student learning utilizing technologies through speaking engagements at schools and through publication of newsletters and other visual aids. *E*

Provide leadership in assessing in-service education needs; plan and develop in-service education activities for teachers and support staff including demonstrations, workshops, orientations and group meetings; conduct in-service activities for District staff. *E*

Develop grant proposals; obtain funding sources for special pilots and projects; establish and maintain positive relationships with business leaders, organizations and groups at the local, State and national levels interested in educational technology and various applications in classrooms. *E*

Monitor assigned budgets for the Information Division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Review existing and pending legislation related to procedural guidelines and the District's technology initiatives and recommend origination, modification, or support of legislative measures. *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*

Serve as a District-wide resource for new and remodeled facilities utilizing new equipment and technologies. *E*

Maintain current knowledge of contemporary information technology in support of District applications. *E*

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

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to master's degree in information systems, computer science or a related field and seven years of experience in the management and development of complex information systems in an educational setting.

LICENSES AND REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Information Technology initiatives, systems and operations.

Contemporary information technology systems, applications and operations.
Program and project management principles.
Software and technology product selection and implementation.
Enterprise-wide Resource Program (ERP) benefits and risks.
Budget planning/forecasting and expenditure control.
Business process documentation, re-engineering and improvement.
Organizational change.
Leadership and team management.
Modern theories, techniques and methodologies of instruction, school operation and industry standards.
Educational technology facilities and equipment.
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.

ABILITY TO:

Plan, organize, develop and implement educational technology services to schools and central offices.
Plan, organize and administer the District's Educational Technology program activities for the District.
Provide District-wide leadership and technical expertise in planning and developing technology strategies.
Supervise assigned staff.
Review existing and pending legislation related to procedural guidelines and the District's Educational Technology program and recommend origination, modification, or support of legislative measures.
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.
Work independently with little direction.
Plan and organize work to meet schedules and time lines.
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.