



## ***EL TEJON UNIFIED SCHOOL DISTRICT***

Sara Haflich  
District Superintendent

### **CLASSIFIED MANAGEMENT JOB OPENING**

**POSITION:** Director of Technology  
8 Hours, 12 months

**LOCATION:** Based at FMHS, will work district wide

**SALARY RANGE:** \$4,143.02 to \$4,754.07 per month  
Plus Benefit Package

**SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.

**APPLICATION PROCEDURE:** Interested personnel should submit a letter of interest to the District Office by Monday, July 1, 2019.

El Tejon Unified School District  
Director of Technology  
Classified Administration

**JOB SUMMARY**

Reports to: Superintendent

**DESCRIPTION**

The Director of Technology iteratively designs all district technology services and tools. This process includes receiving and documenting feedback from staff, designing and building the service or tool, implementing and training staff, and documenting the results, updating strategic plans as needed. The Director is responsible for everyday support activities and supervising support staff, as well as aligning activities to district needs and goals. The duties and responsibilities of the Director align closely with the Administrator Standards set by the International Society for Technology in Education.

Duties and Responsibilities

1. Leadership
  - Promote and shape the district's technology vision to support student success.
  - Maintain the district's strategic technology plan in consideration of teacher and student needs, learning goals, and administrative efficiency.
  - Advocate for support of vision and plans
    - i. Create budgets for proposed projects
    - ii. Negotiate favorable contracts that meet project needs
  - Serve as part of the district administrative team
  - Identify and apply for appropriate grants that support the district vision.
2. Support 21st Century Learning
  - Provide services, tools, and direct technical support for instruction and instructional innovation.
  - Model and promote frequent, pervasive, and effective use of technology in the classroom, in pilot programs and the Technology Navigator program.
  - Provide, maintain, and update teaching environments to support modern learning methodologies, such as flipped and differentiated learning
  - Oversee, troubleshoot, and facilitate computer-based state testing (CAASPP)
  - Work with district curriculum staff to infuse technology into curriculum and practice its use
3. Facilitate Professional Development
  - Plan, organize, and lead technology-focused professional development workshops, trainings, and collaboration time.
  - Facilitate and participate in learning communities to support instructional staff.
  - Communicate and collaborate effectively and professionally at all times.
  - Stay current on technologies and best practices in the educational technology, computing, networking, and engineering industries, evaluating emerging technologies for feasibility and utility in the district.
4. Improve Systemic Efficiency
  - Design, implement, and evaluate changes directed in the district strategic technology plan.
  - Utilize data-driven decision making in all evaluation of services and tools both at the teacher and student scales.
  - Configure, maintain, and manage all district services and systems, including but not limited to
    - .Student information system
    - i.Help desk system
    - ii.Video security system

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iii. Phone and public address system

iv. Wireless network management

v. Computer image management

- Recruit, hire, and retain exemplary and qualified professionals that become an integral part of the district culture and workforce.
- Design, build, maintain, evaluate, and document a robust and redundant network infrastructure and datacenter in accordance with networking best practices and procedures
- 5. Promote Ethical Technological Usage
  - Ensure equitable access to resources and tools in accordance with Board policies, State, and Federal laws.
  - Establish, model, and promote district policies for safe, legal, and ethical use of technology both on and off campus.
  - Maintain the district and school web pages, overseeing and assisting staff and students with their use and maintenance.
  - Model and facilitate global citizenship.

## QUALIFICATIONS

Knowledge of:

- A broad scope of modern and legacy computing hardware including desktops, laptops, tablets, and smartphones
- A broad scope of modern operating systems and software commonly used in educational environments.
- Local area and wide area networks (LAN and WANs), network cabling topologies and industry standards and practices. Prefer layer 3 routing knowledge and experience.
- Networking protocols and services such as IPv4, DNS, DHCP, 802.1Q VLANs, IPP, SAMBA, and FTP.

Preferred knowledge of:

- Student information systems, and best practices in usage and administration therein, preferably with Illuminate ISI and DnA.
- Instructional strategies for technology usage in the K-12 educational setting, specifically the Common Core standards
- Computerized state testing, specifically the CAASPP test

Skill in:

- Troubleshooting, repairing, and building desktop and laptop computers
- Design, construction, and maintenance of layer 2 networks, layer 3 preferred
- Independent complex problem solving, root cause analysis, and critical thinking
- Customer support, communication of technical material to non-technical audiences
- Detail-oriented documentation and record keeping, preferably in wiki, step-by-step walkthrough, and video formats
- Configuration, administration, and usage of a broad scope of modern operating systems and software commonly used in educational environments. Required knowledge of:
  - Microsoft Windows 7 and 10
  - Google ChromeOS
  - GNU/Linux Ubuntu 16.04 and 18.04
  - Apple iOS
  - Microsoft Office

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- Libre/Open Office
- Google Suite Applications
- Prefer knowledge additionally of:
  - Google Administration
  - Webmin Server Administration
  - Clonezilla Imaging Software
  - Linux KVM Administration
  - Adobe Creative Suite

Preferred skill in:

- Configuration, administration, and usage of the following systems, with the specific system in parenthesis:
  - Help desk system (osTicket)
  - Video security system (Zoneminder)
  - Phone and public address system (FreePBX and Asterisk)
  - Network management (Ubiquiti UniFi)
- Arduino microcontrollers, sensor use, and Arduino code
- Google SAML and single sign-on processes, as well as LDAP service
- Linux BASH shell scripting

Ability to:

- Work independently and cooperatively in a wide variety of circumstances.
- Work with a significant diversity of individuals and/or groups.
- Satisfactorily perform the functions of the job commensurate with the above description and example of duties
- Communicate effectively both orally and in writing.
- Lift and carry 45 pounds
- Physical capability sufficient to perform job tasks

Education and Experience

- Bachelors of Science degree from an accredited college or university in Educational Technology, Computer Engineering, Computer Science, or related field. Masters of Science preferred.
- One year of experience in computer/customer support, system administration, networking, or education.
- Two years of experience in a supervisory role in computer/customer support, system administration, networking, or education technology preferred.

Any other combination of education, training or experience that could likely provide the desired skills, knowledge or abilities may be considered.

License or Certificates

- A valid State of California Driver's License Class C.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations, limited hazardous conditions, and mostly clean atmosphere.

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Work Schedule

Typical work day is during regular school hours, however incumbent may be required to work before or after school hours and a shifting work schedule. Work hours may start at various times during the day, depending on the needs of staff and district. Incumbent is on call at all times for any emergencies or critical system failures.

Salary:

Board Approved: 6/24/19