

MT. DIABLO UNIFIED SCHOOL DISTRICT
DIRECTOR OF TECHNOLOGY AND INNOVATION

Summary Definition

The Director of Technology & Innovation provides advanced level strategic leadership, vision, strategic planning, and expert oversight to sustain the use of appropriate technology solutions throughout the district. The Director of Technology & Innovation oversees the instructional technology program, facilitates technology integration, and supports the management of the district's technology assets and infrastructure. This new position operates under general supervision. The Director will assume overall responsibility for maintaining ongoing technologies and planning for a range of short and long term initiatives to assure rapid response for increased remote workforce and distance learning.

Directly Responsible To

Chief Business Officer

Example of Duties (to include, but not limited to:)

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

1. Establishes and communicates a clear, long-range strategic plan to enhance teaching and learning through technology in the District's curriculum and instruction. **E**
2. Provides advanced level strategic leadership in anticipating and developing appropriate and innovative responses to emerging needs and challenges regarding the District's information and educational technology programs. This includes serving as chairperson for steering committees. **E**
3. Leads identification and assessment of opportunities for information and educational technology to facilitate delivery of District services and programs, enhance operational effectiveness, and accelerate student achievement. **E**
4. Leads the development and execution of comprehensive, long-term technology plans supporting the district's strategic plan. **E**
5. Participates in the overall planning and direction of the District functions and services related to resources, priorities, program opportunities and methods to enhance the delivery of programs, and create an effective environment and understanding of technology for team members, with emphasis on expanded distance learning capabilities. **E**
6. Develops the department's organization and recommends changes to structure and staffing. **E**
7. Provides responsive and excellent service to administrators, facilities, school sites, and departments throughout the District, through personal service and effective performance management of the IT department. **E**
8. Plans, organizes, controls, and directs the day-to-day operations of the department in

the areas of educational technology, administrative technology, telecommunications and network management, applications management, data management, project management, and information security; supervise and evaluate the performance of assigned personnel. **E**

9. Builds a high quality and adaptable IT department, with 25+ employees reporting to the position. **E**
10. Assures continuity of technology services through strategic leadership, effective hiring, training and development of employees reporting directly to the position. **E**
11. Oversees all aspects of all enterprise information systems, such as student information systems, learning management systems, financial and human resource management systems, textbook & library management systems, personal productivity systems, and communications systems. **E**
12. Leads the department's and department's managers' effective and dynamic communication with educational and administrative stakeholders. **E**
13. Ensures appropriate support and training is provided to stakeholders in regards to IT assets. **E**
14. Oversees project management, project intake, and change leadership activities, to maximize the benefits and quality of the District's investments in information and educational technology. **E**
15. Directs the development, implementation, and maintenance of related policies, procedures and processes to assure smooth and efficient delivery services and compliance with laws, policies and regulations. **E**
16. Establishes protocols and methods for managing ongoing relationships with vendors. Leads key negotiations and oversees other negotiations with vendors. Reviews contracts that involve the department. **E**
17. Analyzes organizational needs for educational technology and develops solutions to implement systems in order to enhance teaching and learning. **E**
18. Directs the assessment of a wide variety of hardware and software applications, services, and tools for the purpose of recommending information technology related solutions that enhance student learning and otherwise advance the District's mission.
19. Collaborates with other school staff, district personnel, county office, technical organizations, other school districts, public agencies, and committees. **E**
20. Participates in the development and application of assessment tools for measuring effectiveness in instructional technology in teaching and learning.
21. Provides a wide variety of reference, presentations, policy and administrative materials in both written and electronic formats (e.g., plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.).
22. Supports principals and other school site staff in the implementation, monitoring, and support of instructional technology programs. **E**
23. Oversees development and implementation of staff development in-service programs for certificated and classified employees that emphasize and encourage the use of educational technology. **E**
24. Develops and manages the department's annual budget. Ensures District resources are prudently expended to achieve District and departmental objectives. **E**
25. Works with other district leaders to select and manage IT resources.
26. Assists in ensuring Districtwide compliance with various licensing and copyright requirements. **E**
27. Assists with content management activities relating to the School's website, portals and

- intranets, archiving, retention, and public records.
28. Understands information-related laws, regulations, and best practices; provides guidance and leadership to the District in how to best comply.
 29. Performs other related duties as required.

Education and Experience:

Must possess the following requirements or the equivalent for each of the items listed:

- Possession of a Bachelor of Arts or Sciences from an accredited college/university is required. A major related to educational technology or computer science is preferred.
- A Master's degree from an accredited college/university with major course work in information and/or educational technology, business administration, or related field is preferred.
- California teaching credential or certificate is desirable. Demonstrated professional experience in both instructional leadership (teaching and learning) and technology is required.
- Technical, security, business, and project management certifications are desirable. Certification from the CITE/CETPA CTO Mentor Program and/or CETL certification is desirable.

Knowledge of:

1. Instructional technologies and research-based strategies for teaching and learning,
2. Principles of business organization, management, systems analysis, budgeting and supervision.
3. Quality distance learning strategies.
4. Program management, project management, change management, and project portfolio management.
5. Design, management, and operations of IT systems.
6. Systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operational management.
7. Problem solving skills.
8. Methodologies for managing technical change on a proactive basis.
9. Interpersonal skills using tact, patience, and courtesy; conflict resolution strategies; and the ability to consult with, participate in and lead groups.
10. Staff development and training practices and techniques.

Skill in:

- Assess and implement instructional technologies.
- Assess and implement flexible remote work arrangements, where necessitated by environmental, public health, or regulatory requirements.
- Analyze technology and form sound conclusions and recommendations.
- Communicate effectively both orally and in writing.
- Establish and maintain an effective working relationship with staff, school district and county personnel, and other agency personnel.
- Effectively supervise and evaluate staff.

- Analyze, interpret and apply laws and regulations relate to the position.
- Lead meetings, resolve ad-hoc problems, provide directives and guidance for stakeholders, coordinate activities, and exchange information.
- Establish and maintain appropriate project timelines.
- Facilitate achievement of district goals and objectives.
- Manage multiple projects.
- Problem solve and analyze issues, create plans of action and reach solutions.
- Read technical information.
- Compose a variety of documents and presentations.

Environment

Office environment with multiple staff members, subject to frequent interruptions, continual deadlines and pressures connected to limited funds to meet growing needs, driving a vehicle to conduct work Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Physical Abilities

Sit, look downward, reach, (up to frequently); stand, walk, bend, stoop, squat, push, pull, foot controls (occasionally); climb stairs, twist (infrequently); repetitive hand activities within close reach, such as files, keyboard & handwriting (frequently); lift/ carry up to 25 pounds (occasionally), may lift/ carry equipment up to 75 pounds (infrequently); extensive reading; use seeing, hearing & speaking (including in-person, phone & public address.)

Board Approved:

Management Salary Schedule

Certificated Range - Range 34

Classified Range - Range 34