

SALINAS UNION HIGH SCHOOL DISTRICT Classified Management Job Description DIRECTOR OF INFORMATION TECHNOLOGY	Initial Date: 8/13/13 Revised: Range: 74M
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DEFINITION:

Under general supervision of the Associate Superintendent for Instructional Services, the Director leads, manages and directs the activities of the Information Services Department. The Director plans, develops, coordinates, implements, and manages the data networks, network security standards and procedures, technology infrastructure installation projects, and all telecommunication systems to support the core educational mission of the District. The Director has the knowledge, skills and ability to design and build a State of the Art, reliable, secure, stable network environment to support and sustain current and future educational technologies for innovative student learning and for the business and instructional demands of staff.

ESSENTIAL DUTIES:

- Provides visionary leadership and coordinates the implementation of the District's integrated master plan for technology and adapts the District's plan to respond to instructional and administrative technology needs.
- Demonstrates the leadership to design solutions for educational applications of technology and promotes their use by teachers, students, and administrators.
- Actively seeks future technology, studies educational trends and implements best practices in information and telecommunications technologies and evaluates their applicability to District operations.
- Develops, implements and monitors work plans to achieve the Information Services Department mission, goals and performance objectives.
- Plans, designs, organizes, supervises and evaluates the work flow of the Information Services Department.
- Provides coaching and training for performance improvement and skill development for all information services staff and coordinates regular training and in-service for district personnel.
- Develops a highly competent, responsive customer service oriented staff.
- Manage the information services department and align with district-wide goals as related to the areas of policy, goals, budget, and special projects to meet the current and future technology needs of the district.
- Develops policies and procedures on the use of computers, mobile devices and technology for administrative and instructional purposes and develops the affordable plan to address those future technology needs.
- Manages and directs the maintenance, administration and upgrading of district information systems including but not limited to: district network (LAN and WAN), switches and routers; student information system; district website; virtualization, server based software; desktop computer systems; telephone systems; wireless networks, content filters; handheld computers; copier and printers; parent notification systems.
- Coordinates the design, installation, configuration, and maintenance of the District's network infrastructure, servers and related systems, managing both hardware and software.
- Oversee district-managed systems including e-mail accounts, student information systems, networks and financial management systems

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ESSENTIAL DUTIES (continued):

- Develops and manages the Information Technology Budget.
- Researches available funding, education grants, and grants for technology infrastructure (such as e-rate) and submits applications for funding.
- Monitors and maintains software licensing, documents and records for instruction and business operations.
- Advises staff on the development, implementation or acquisition of software programs to service District operations or instruction/education needs.
- Consults with schools and district departments regarding hardware/software acquisition, information requirements, system capacity, equipment needs, school plans, and other matters related to technology.
- Supervises the development of applications for use by instructional and administrative personnel and determines appropriateness of new applications for automation including but not limited, to Document Management, Business, Purchasing, and Position Control systems to assist the efficiency of operations.
- Monitors usage of communication lines and determines the need for upgrades.
- Ensures optimum acquisition, deployments, installation, maintenance, utilization repair and security of available technology.
- Other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Current computer, mobile devices, and telecommunications systems, hardware, software and related technology, including virtualization and cloud connectivity
- Proficient in Windows Server and AD infrastructure
- Integrated E-mail / calendar systems with network and mobile devices
- Pertinent Federal, State and local laws, codes, regulations and E-Rate
- Current trends in informational technology and education technology
- Advanced concepts and principles of local area and wide area networks and protocols
- Characteristics, capabilities and uses of telecommunications system components, including data communications equipment protocols, computer operating systems, network related software, and specialized programs for network operations
- Principles and practices of administration including supervision and training
- Preventive maintenance principles, policies and programs related to higher-end technology equipment
- Effective techniques for assessing and analyzing user needs and recommending hardware/software solutions
- Hardware/software/ installation, repair, and upgrading techniques

- **Ability to:**
- Effectively manage multiple tasks and set priorities
- Analyze problems and formulate logical conclusions
- Document and track software, hardware, and networks
- Research and prepare a District-wide information and Education technology plan

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- Research and evaluate new technology and deploy systems procedures
- Assess current and future computer, telephone, VOIP resource needs
- Supervise, evaluate, train and coach personnel
- Read and interpret technical documents such as operational instructions and technical procedures
- Develop plans for timely acquisition and implementation of information and education technology systems
- Demonstrates a proactive approach to finding solutions and works to remove barriers for the use of technology
- Demonstrate leadership skills to manage the technology department by maximizing the skills and talents of the staff
- Communicate effectively both orally and in writing

Education/Training/Required Certification:

- A Bachelor's Degree from an accredited college or university, with a major in computer science, computer engineering, data communications business administration, data processing, information systems management, or a related field is desired.
- Five years experience in managing or supervising a similarly sized network in an education environment
- Certified Network Engineer Certificate (desirable)
- Microsoft Certified Professional Certificate (desirable)
- Valid California Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Perform light physical labor. Strength requires occasional lifting of personal computers, peripherals and other technology devices.

Working Conditions: Travel within and out of District to attend meetings, supervise staff and projects. Director may work under pressure of project deadlines. Willingness to use personal vehicle in course of employment is required.

Work involves considerable use of a computer terminal with video display and long periods of intense concentration.

TERMS OF EMPLOYMENT:

Salary Range: Classified Manager, Range 74M
Work Year: 222 Days

**SALINAS UNION HIGH SCHOOL DISTRICT
CLASSIFIED MANAGEMENT EMPLOYEE SALARY SCHEDULE
2019-2020**

CLASSIFICATION	RANGE	YEAR DAYS
DIRECTOR OF HUMAN RESOURCES (CLASSIFIED).....	74M	222
DIRECTOR OF INFORMATION TECHNOLOGY.....	74M	222
DIRECTOR OF GENERAL SERVICES.....	74M	222
DIRECTOR OF COMMUNICATIONS.....	71M	222
MANAGER OF FISCAL SERVICES.....	69M	222
**BOND PROJECT MANAGER	68M	222
BEHAVIOR ANALYST.....	63M	220
*MANAGER OF HUMAN RESOURCES-COVID-19.....	61M	222
MANAGER OF MAINTENANCE, OPERATIONS AND SAFETY.....	61M	222
MANAGER OF TRANSPORTATION.....	61M	222
MANAGER OF FOOD SERVICES.....	61M	222

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
55M	72,502	76,127	79,932	83,930	88,126	92,534	94,382	96,271	98,197	100,162
56M	74,313	78,029	81,930	86,029	90,329	94,846	96,743	98,677	100,651	102,665
57M	76,172	79,980	83,979	88,179	92,588	97,217	99,160	101,144	103,167	105,232
58M	78,076	81,980	86,080	90,382	94,904	99,647	101,640	103,673	105,746	107,863
59M	80,029	84,028	88,231	92,642	97,275	102,138	104,181	106,266	108,390	110,558
60M	82,030	86,129	90,436	94,959	99,707	104,690	106,787	108,922	111,099	113,320
61M	84,081	88,283	92,698	97,332	102,199	107,310	109,454	111,644	113,878	116,154
62M	86,183	90,492	95,016	99,765	104,755	109,993	112,192	114,436	116,725	119,061
63M	88,335	92,754	97,389	102,259	107,373	112,742	114,997	117,297	119,643	122,036
64M	90,546	95,072	99,826	104,816	110,057	115,559	117,871	120,230	122,632	125,086
65M	92,808	97,448	102,320	107,438	112,807	118,448	120,819	123,236	125,700	128,212
66M	95,128	99,886	104,878	110,122	115,629	121,411	123,841	126,315	128,843	131,419
67M	97,506	102,383	107,503	112,877	118,520	124,447	126,935	129,474	132,064	134,705
68M	99,944	104,943	110,189	115,699	121,483	127,557	130,110	132,712	135,365	138,073
69M	102,443	107,565	112,944	118,591	124,519	130,745	133,361	136,028	138,751	141,525
70M	105,004	110,255	115,767	121,557	127,632	134,014	136,696	139,428	142,215	145,061
71M	107,630	113,012	118,660	124,595	130,824	137,364	140,113	142,917	145,774	148,690
72M	110,320	115,836	121,627	127,709	134,094	140,799	143,616	146,486	149,417	152,405
73M	113,078	118,732	124,669	130,901	137,447	144,318	147,206	150,149	153,153	156,216
74M	115,905	121,700	127,785	134,174	140,883	147,927	150,885	153,903	156,982	160,122

CALCULATIONS: 5% BETWEEN STEPS A - F AND 2% BETWEEN STEPS G - J. 2 1/2% BETWEEN RANGES.

Board Approved: 1/12/2022 - Director of Human Resources (Classified)
 Board Approved: 8/10/2021 - Bond Project Manager range from 61 to 68
 **Position approved 3/9/2021
 *Position approved 1/12/2021

Board Approved: 8/11/2020

1.73% Increase retroactive to July 1, 2019 on regular salaries only.

Revised 1/18/2022
 Effective 1/12/2022