



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Director of Technology

Revised 8/11

DEFINITION

Under the direction of the Assistant Superintendent of Instruction, provides leadership for and performs a variety of technical duties in support of district instructional and management technologies; and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

Networking

- Manage the installation, configuration and maintenance of local and wide area network equipment including file servers, workstations, hubs, routers, concentrators, switches, hard drives, printers, application and systems software, CD-ROMs, tape drives and cabling at school sites and the District Office.
- Monitor the student information system and trouble-shoots system problems.
- Provide for the collection and analysis of local and wide area network performance data to ensure secure and efficient operation.
- Work with telecommunications service providers in the installation and maintenance of data and phone services and related communications devices.
- Design fiber optic network backbone, Category 5 level cable and other infrastructure in classrooms, libraries and computer laboratories.

Staff Development

- Assist in the development and implementation of training in the use of technology.
- Coordinate software distribution and provide instruction regarding its use, maintenance and license agreements.
- Provide training to staff and students to ensure proper use of hardware and software including troubleshooting of minor system setup and repair problems.
- Is responsible for maintaining district/site compliance with software copyright regulations.

Infrastructure Support

- Maintain and oversee a regular equipment cleaning and maintenance schedule for all technology inventory.
- Develop and maintain records including operational documentation, systems support logs, equipment inventory, training materials, catalogs and other pertinent documents related to computer and network operations.
- Provide on-site support, as necessary, to maintain efficient operations throughout the District.
- Establish and maintain procedures to ensure security for instructional and management systems.

Other

- Understand and support principles of District *Technology Use Plan*.
- Assist in writing and updating the District *Technology Use Plan*.
- Maintain a current inventory of all technology-related equipment.
- Study, accumulate and disseminate information on new computer software and hardware, keeping informed on the latest research trends and developments.
- Administer, support and apply for technology grants and federal programs.

- Advise and assist staff members in the preparation of grant proposals for the acquisition of educational technology equipment.
- Serve as a member of each school site technology committee and the District Technology Committee.
- Develop and review bid specifications and other equipment and software related tasks.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent with specialized training in one or more of the desired skill areas
Two years of college education or equivalent

Experience

Five years of experience in the skill areas listed above in a school district, the military, or an industrial establishment
Supervisory and technology-based training experience desired

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years
Valid California Driver's License

KNOWLEDGE AND ABILITIES

Knowledge of

- The Tulare Joint Union High School District *Technology Use Plan*.
- Computer technology and software systems, application programs, data communications networks
- Computer and network installation, diagnostic and repair practices and procedures.
- Cisco routers and managed switches.
- Novell Netware.

Ability to

1. Analyze and diagnose technical problems with computers, related equipment, and software.
2. Work effectively without immediate supervision.
3. Maintain effective and professional relationships with managers, staff, students and vendors.
4. Maintain records and documentation.
5. Learn software programs and aid in its implementation in the classroom

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor office environment with some travel to district sites

Physical Demands

- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting or standing for extended periods of time.
- Occasional bending, reaching, and stretching.
- Occasional kneeling, crouching, and squatting
- Occasional lifting, carrying, pushing, or pulling heavy objects weighing 50 pounds or more.
- Reaching horizontally and above the shoulders to retrieve supplies and install/check cables and wires.