



**JOB TITLE: DIRECTOR OF TECHNOLOGY SERVICES**

**DEFINITION:**

Under the direction of the Assistant Superintendent, Business Services, plan, organize, coordinate, and direct the district's administrative information systems function including networked personal computer hardware and software, systems, design, programming, documentation and operations; computer hardware and software systems; provide technical assistance and training to system users; install, configure and troubleshoot computer networks and associated assemblies; repair computer hardware and software systems.

**ESSENTIAL FUNCTIONS:**

- Perform a variety of systems design, installation, modification, and maintenance of the school site and district technology systems which includes, but is not limited to, networks (LAN/WAN), computers, backup systems, wireless, printers, services, telecommunications, multi-media and application software.
- Assist in the development, implementation, modification and evaluation of district/school site technology plans.
- Supervise and evaluate the performance of Support Technicians; make recommendations in the employment, disciplinary action, and termination of personnel.
- Develop and implement standards for hardware and software purchases.
- Support the district's staff development efforts in technology.
- Make recommendations for site technology needs to include electrical wiring, equipment, furniture, and telecommunications.
- Evaluate emerging technologies and provide timely recommendations for system improvement.
- Meet with vendors regarding video and computer software acquisition and licensing.
- Communicate with various users to help solve problems with district applications.
- Perform and arrange for repairs as necessary.
- Establish, maintain and upgrade network users, user environment, directories, and security networks.
- Prepare and maintain records related to passwords, licenses, work orders and other computer-related matters.
- Training and coordination of personnel.
- Assume related responsibilities and performs related duties as required.

**Secondary Functions:**

- This is a single position classification. All duties assigned are considered essential.

**EXPERIENCE AND EDUCATION:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

Any combination of experience and education equivalent to: two years of college level course work in computer sciences, data communications, electrical engineering or closely related field from an accredited institution or completion of a job training programming networks or data communications certified by Microsoft; two or more years of full-time experience in computer systems with experience in the design, development, integration, implementation and/or maintenance of local/wide area networks which can transmit using a variety of mediums and protocols.



**Certifications Preferred**

Microsoft Certified Systems Engineer  
Cisco Certified Network Associate

**Licenses and other Requirements:**

Possession of a valid California Driver's License.

**Other Skills and Abilities:**

Demonstrate knowledge of:

Microsoft networking, including Active Directory

Microsoft operating systems including multiple versions of Windows Server and MS Windows desktop operating systems

Microsoft Office, Back-ups

Chromebooks, MS Windows devices, iPads, and other hardware

Networking, WiFi, switching, and routing

NTFS security and encryption

Servers

Google Work Space for Education

Wireless Controllers and Access Point

School district attendance recording, and data gathering for student assessment testing educational assessment, Student Information System

Parent Communication Program

Modern office automation practices, procedures, and equipment

Internet Browsers

Websites

Group Policies

Cisco IOS; Firewall OS

Enterprise Antivirus Software, TCP/IP, PC software used in educational/office settings

Characteristics of a multi-user environment

Working methods and procedures used in technology and security

Backup and restore procedures

Laws and regulations pertaining to technology

Principles and techniques of supervision and training

Oral and written communication skills

Safety practices and precautions.

Demonstrated abilities to:

Plan, organize and supervise the operation of district technology at site and district levels.

Direct the work of others.

Prepare and interpret plans and specifications.

Estimate costs of projects and work.

Establish and maintain cooperative and effective relationships with those contacted in the course of work.

Prepare oral and written reports.

Analyze, troubleshoot, diagnose and differentiate between hardware and software problems.

Recover lost files, convert data across multiple file formats and download updates such as drivers from the Internet.

Repair and upgrade computer hardware

Install various software, i.e., computers, printers, scanners, laptops, desktops, bar code readers, etc.

Work without close supervision



**PHYSICAL REQUIREMENTS:**

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 individual with disabilities to perform the essential functions.

**Body Movement:**

Regular Activities: stand and sit for long periods of time; use hands and fingers to operate an electronic keyboard or repair equipment, tools or controls; reach with hands and arms; use legs to bend, kneel, and crouch to install or repair equipment; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; and drive to various locations to conduct work.

**Lifting Requirements:**

Employees assigned to this classification must regularly lift, carry and/or move computer-related objects weighing up to 50 pounds.

**Vision Requirements:**

Ability to see clearly at 20 inches or less to install equipment and to read computer screen and normal and fine print; adjust the eye to bring an object into sharp focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Environment:**

Work is primarily performed in a computer repair environment, or the district or a school office, or classroom environment. The incumbent is subject to frequent interruptions and requests for emergency repairs to computer-related equipment. Work requires travel to other District sites, offices or locations to conduct work.

**Exposures, Risks and Hazards:**

While performing the duties of this classification, the employee occasionally is exposed to the normal risks and hazards of installing and repairing computer-related equipment, including exposure to high voltage.

Adopted by the Governing Board: 11/03/98

Revised and Adopted: 05/02/06

Revised and Adopted: 10/12/21



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**