

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: Coordinator of Educational and Information Technology

BASIC FUNCTION:

Under the direction of the Executive Director, Capital Programs and Technology, the Coordinator of Educational and Information Technology supports the planning, coordination, and direction of the District technology program.

REPONSIBILITIES:

- Plans, organizes, and directs District Technology programs, including, but not limited to: the District's Technology Plan, computer hardware, computer software, District network, including local area networks and District wide area network, District communication equipment, including telephones, cell phones, intercoms and other similar devices.
- Plans, coordinates, and organizes District purchasing, repair, maintenance, replacement and disposal services related to technology.
- Provides for asset management, including inventory control and related insurance coverage.
- Enforces copyright laws and District policies pertaining to instructional and management software.
- Develops and recommends policy relative to appropriate use of instructional and management technology.
- Plans, organizes, facilitates, and coordinates District and site technology staff development programs with input from the Assistant Superintendent of Curriculum and Instruction.
- Plans, organizes, coordinates, and operates a dynamic, evolving District media that is updated regularly to provide staff, parents and community with important District and site information.
- Prepares annual budget proposals that reflect the District's evolving technology infrastructure, hardware, and software needs.
- Participates in planning for facilities modernization and new construction projects with the Executive Director of Capital Programs and Technology to ensure that all construction projects are compatible with District media, network, and communication systems.
- Oversees the day to day operations of the District E-mail System.
- Represents the DMUSD at County and State Technology meetings.
- Writes technology grants and actively seeks funding. Seeks out and evaluates technology-related curriculum, hardware and software that will enhance the District's instructional program.
- Designs cost effective and innovative ways to provide computers to employees.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Technology of local area network and wide area networks.
- Technology hardware and software.
- Technology repair and service.
- Technology staff development including theory and successful practices.
- Effective planning, evaluation and supervisory skills

ABILITY TO:

- Establish and maintain records.
- Provide technical instruction to all district employees.
- Provide the District with an outstanding and innovative staff development program in a variety of technology-related areas
- Motivate, supervise and train personnel.
- Carry out policy decisions of the Superintendent and Board.
- Identify technology needs and recommend improvements in response to changing needs of the Del Mar Union School District and society.
- Diagnose and resolve technology-related problems including hardware, software and networks
- Establish and maintain effective working relationships with District and school staff members and parents
- Communicate effectively in writing and speaking
- Work independently with minimal direction

EDUCATION, LICENSES AND EXPERIENCE

- Completion of a bachelor's degree in a technology-related field, use of technology in education or a computer science-related field or any combination of education and experience leading to the knowledge of and ability to perform the specified responsibilities for the position.
- Experience in hardware installation, repair, upgrades
- Experience with software evaluation, implementation and support for both Windows-based and Apple-based equipment
- Experience in design, maintenance and upgrading of local and wide area networks
- Experience with web site design, implementation and maintenance
- Successful leadership experience in a broad range of technology-related responsibilities in an educational or similar setting.
- Valid California driver's license

WORKING CONDITIONS

ENVIRONMENT:

- Office and elementary school environment. Moderate noise level, frequent interruptions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and manipulate tools and equipment.
- Hearing and speaking to exchange information and make presentations.
- Ability to stand, walk, sit for extended periods of time, reach with hands and arms, stoop, kneel, crouch and/or crawl
- Carrying objects weighing up to 25 lbs.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision and depth perception.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule Range 51.