Job Description – Executive Director, Information Technology and Data Analytics

Basic Function: Under the direction of the Superintendent or designee, the Executive Director of Information Technology and Data Analytics will provide vision and leadership for developing, implementing, managing and assessing technology initiatives districtwide. The Executive Director will also be responsible for maintaining, streamlining, and providing accurate information based on research, data analysis and accurate interpretation of data to assist in facilitating and making effective and informed decision-making to improve academic services. This position will continually support 21st century learning environments that promote continual student achievement and working environments that promote innovation and efficiency.

Representative Duties:

Essential Functions:

● Develops and implements a strategic vision for the use of technology in the district in both academic and infrastructural systems.
● Reviews/revises the District Technology Plan annually by working collaboratively with Educational Services, Human Resources, and Business/Support Services; includes an analysis of progress towards stated outcomes, an update of goals and strategic activities, and recommendations for revisions with assignment of priorities and an implementation plan.
● Directs the continuous delivery and operation of integrated student and administrative information and communication systems.
● Plan, organize, control and direct information technology services and activities for timely delivery of high quality services in support of students learning at grade level and beyond; integrate and standardized all informational technology services throughout the district; develop and implement strategies to accelerate the work of the district through improved business processes focused on efficiency and effectiveness.
● Ensure appropriate equipment, materials and human capita resources are available to meet District technology needs; review, evaluate, and make recommendations for procurement of computer hardware and software for classroom, learning laboratory, and business use.
● Review appropriate legislation to ensure technology activities and procurement are performed in compliance with applicable laws, codes and regulations.
● Conduct data collection, organization, compilation and analyses and interpretation of the results; disseminate information and respond to inquiries in a timely manner to meet the needs of sites and departments.
● Directs the continuous delivery and operation of integrated student and administrative information and communication systems.
● Provide technical counsel to school personnel and to central office personnel regarding program effectiveness and efficiency; work with school administrators and staff on the interpretation and use of assessment information to improve instructional practices and help close achievement gaps.
● Maintains an enterprise-wide information system disaster recovery plan to ensure timely and effective restoration of technology services in the event of a disaster.
● Working in conjunction with various departments, coordinates all projects related to the selection, acquisition, development, and installation of major information systems for the district.
● Monitors and evaluates network systems to ensure proper operation; assesses network performance and identifies problems, issues, and/or concerns; installs, configures, and updates network, monitoring tools, and servers; tests, evaluates, and maintains network system security, servers, student information system, library management system, and on-line learning.
● Directs the installation and configuration of technology systems and tools (i.e. hardware, software, systems, wiring, specialized applications, routers, switches, hubs, servers, etc.) for the purpose of ensuring the safe, timely, and efficient installation of technology equipment and services.
● Maintains, or directs the maintenance of, and diagnoses problems related to technology equipment, Local Area Network (LAN) and Wide Area Network (WAN) using network management tools.
● Installs network (client and server) software on a variety of platforms (i.e. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining LAN/WAN and telecommunications systems.
● Maintains responsibility for security firewall, switches, site networks, ethernet, and an integrated systemwide enterprise-class wireless infrastructure.
● Plans, organizes, directs, and coordinates the daily operations and projects related to the department.
● Supports the implementation of operational and educational technology initiatives (i.e new systems, educational programs, hardware, software, etc.) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training, and providing information to others to ensure successful implementation.
● Ensures that all educators have access to the tools necessary for 21st century learning; focuses on ensuring that network and other technology resources are used safely and responsibly rather than limiting access.
● Possesses and maintains expertise about the District’s student information system and student assessment data system; acts as a resource to others to build their capacity and knowledge in the use of both systems.
● Supervises and trains all staff members in the department.
● Monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that expenses are within budget limits and fiscal practices are followed.
● Communicate and collaborate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls.
● Establishes and maintains an inventory of technology devices used throughout the district.
● Develops, implements, reviews, and revises policies and governance processes to ensure the protection of technology assets and the integrity, security, and privacy of information entrusted to, or maintained by, the district’s information systems.

Other Duties:
● Perform related duties as assigned by Superintendent or designee.

Knowledge and Abilities:

Knowledge of:

1. Developing, designing, recommending, implementing, and assessing strategic plans and policies.
2. Infrastructure and performance standards for all aspects of the informational technology systems.
3. Principles of software design, production, documentation, and maintenance.
4. Principles, methods, and procedures of operating computers, networks, and peripheral equipment.
5. Data communications in a client/server environment.
6. Database structures, on-line applications, and capabilities of District computer systems.
7. Networking with wireless access points, routers, switches, and firewall configuration.
8. Computer hardware systems and software applications utilized by the District.
9. Industry standards and governmental mandates and opportunities.
11. Research on best practices for use of technology to increase student achievement and staff productivity.
12. Principles and practices of project management, administration, and evaluation.
13. Current local, state, and federal policies, regulations, and laws.
14. Computer software applications relevant to educational assessment such as database and data management.
15. Analytical and problem solving techniques.
16. Instructional programs at all levels.
17. Performance-based assessment.
18. Oral and written communications skills.
Ability to:
1. Analyze strategic direction of the District Technology Plan; provide solutions and future directions in support of the plan and district goals and objectives.
2. Coordinate and direct the planning, design, set-up, development, and modification of computer and network systems including LANs and WANs.
3. Ensure proper installation of software, development of databases, and maintenance of system servers.
4. Understand school and district organization, policies, and culture.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Communicate effectively, orally and in writing, with all stakeholders and in a variety of settings, including public speaking; assess the knowledge level of intended audiences, and appropriately modify oral and written communication to make information comprehensible.
7. Communicate the results of evaluation and research studies to audiences with varying levels of expertise.
8. Work collaboratively and build positive relationships with a diverse range of stakeholders.
9. Supervise and evaluate the performance of assigned staff.
10. Focus and appropriately allocate resources toward identified goals.
11. Work independently and effectively with little direction and many interruptions.
12. Actively participate in meeting District goals and outcomes
13. Make ethical decisions, operate with integrity, and build trust in all situations

Education/Experience/Licenses
Any combination equivalent to: Bachelor of Arts/Science in Management of Information Technology, Computer Science, Information Systems, Systems Management, or related field and five years progressively responsible experience in management and development of complex information systems.

Valid California’s driver’s license.

Physical Demands and Working Conditions:
Physical Demands: With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; sitting or standing for extended periods of time; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.
- Must possess sufficient mobility to operate a vehicle, to travel to school and community sites, and other meetings at a wide variety of locations.
- There is a frequent requirement to attend meetings and make presentations which may involve prolonged periods of sitting and standing.
- Frequent walking, standing, bending, twisting, reaching and stretching activities.
- Frequent pushing, pulling and dragging.
- Frequent lifting of objects weighing up to 50 lbs.
- Occasional prolonged and irregular hours, working on-call and after hours.
- Continuous hand-eye coordination, use of hands and fingers and manipulation of large and small objects.
- Continuous exposure to potential hazards, including high places, electrical shock, moving parts, loud noises, heated elements and intense vibrations.
- Prolonged use of computer and technology equipment.

Working Conditions: Office/school site environment; constant interruptions; extended viewing computer monitor; occasional contact with dissatisfied individuals, and travel between district sites.

Classification: 1350  Number of Months: 12
Board Approval: 10/26/2022  Revised:  FLSA Classification: Exempt

Unrepresented Classified Management Position

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.