

**FALLBROOK UNION HIGH SCHOOL DISTRICT****DIRECTOR OF INFORMATION SYSTEMS  
POSITION DESCRIPTION****DEFINITION**

To direct and coordinate the development and implementation of district technology needs, including a technology master plan for the Fallbrook Union High School District; to provide staff development in technology; to provide technical assistance in the use of technology to district-level and school site administrators, teachers, and staff and provide leadership in integrating technology into district curriculum and support services.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives direction from the Superintendent/ Designee.
- Direct supervision over assigned staff.

**EXAMPLES OF DUTIES-Duties may include, but are not limited to, the following:**

- Working with staff, develop and implement a district-wide technology master plan.
- Develop and implement an inservice program in technology; provide staff development for certificated and classified staff.
- Advise the district on developments in technology and maintain leadership in this field.
- Train certificated and classified personnel in software evaluation criteria and use of published software review resources.
- Working with end users, direct the review and selection of hardware and software; consult with staff on future hardware selections to ensure maximum compatibility of new hardware with existing district technology resources and maintenance of new hardware with existing district technology resources and maintenance coordination.
- Work with County, State and Federal education and related organizations to integrate technology into district, including participation in the "E-RATE" program.
- Initiate liaison with business, government and other education institution technology users, and work with outside sources to increase hardware, software and now district personnel integration of technology within the district.
- Develop and maintain systems for improving articulation between elementary, secondary, adult and college levels in educational technology.
- Represent the district at technology councils, committees, and boards, such as the Educational Technology Council of the San Diego County Department of Education.
- Coordinate the technology budget in accordance with established guidelines.
- Assist in ensuring district-wide compliance with various licensing and copyright requirements.
- Assist in selection, supervision, training and evaluation of assigned staff.
- Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Various forms of educational software, administrative software, current hardware and infrastructure, including technology development.
- Principles and practices of organization, administration, and personnel management, including supervision, training and performance evaluation.
- Effective staff development practices and techniques.
- Principles and practices of budget preparation and administration.
- Secondary and adult school curriculum applicable to educational technology.
- General school district policies, rules, and regulations.

### Ability to:

- Demonstrate a current level of expertise in technology.
- Plan, organize and coordinate a major program.
- Work with instructional staff to develop technology solutions to meet their curriculum needs.
- Work with district support staff to develop technology solutions to meet their administrative needs.
- Develop and implement the district's Technology Master Plan.
- Plan and conduct training on the use of technology.
- Initiate and maintain liaison with business resources to enhance the district's Technology Master Plan.
- Evaluate technology equipment and software for instructional and/or administrative use.
- Coordinate the preparation and administration of a program budget.
- Exercise leadership through the use of organizational, supervisory, and interpersonal skills.
- Assist in selection, supervision, training and evaluation of assigned staff.
- Analyze problems; identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Effectively analyze and interpret data, apply and communicate applicable federal, state and local policies, procedures, laws and regulations, and prepare and present oral and written reports and findings to a diverse audience; effectively represent the school district to the community.
- Establish and maintain cooperative professional working relationships in the performance of position responsibilities.

## EXPERIENCE AND TRAINING GUIDELINES

- Demonstrated expertise in using technology and demonstrated success in preparing and delivery of staff development.
- M.A. Degree in Computer Science/Technology or a combination of current computer technology experience and educational training equal to a master degree.

## LICENSE OR CERTIFICATE

Possession of a valid California Driver's License and a motor vehicle, or arrange for use during working hours.