VISTA UNIFIED SCHOOL DISTRICT
DIRECTOR OF INFORMATION TECHNOLOGY

Purpose Statement
The purpose of a Director of Information Technology is to provide dynamic, responsive, collaborative, and forward-thinking vision, leadership, and management of technology systems and services to support the mission and goals of the District; provide information and serve as a resource to others; achieve defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; serve as a member of the leadership team.

This job reports to the Assistant Superintendent of Business Services.

Essential Functions

- Attends and participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with internal and external personnel for the purpose of conveying and/or gathering information required to perform job functions, implementing and maintaining services, and providing information and/or direction regarding information systems and services.
- Communicates with administrators, staff, outside organizations, parents, and community members for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Coordinates with supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals.
- Directs information technology systems and services (e.g., plans, develops, implements, manages and maintains all applications, infrastructure, print services, network and data security, technology training, and communications, comprehensive support for the teaching and learning activities of the staff and students, etc.) for the purpose of providing efficient and effective services within established timeframes and in compliance with the District’s objectives, regulatory requirements, and established guidelines.
- Facilitates meetings and training opportunities for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Manages the development of the district’s local and wide area networks for data and telephone usage for the purpose of ensuring the efficient growth and accessibility of programs and services for staff and students.
- Monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.
- Performs personnel functions (e.g., interviewing, evaluating, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Prepares a wide variety of complex reports, correspondence, and other materials relating to the district’s information systems program for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and providing supporting materials for requested actions.
● Provides oversight, leadership, and direction in technology planning, equipment acquisition, application development, and establishment of standards for the purpose of supporting and maintaining hardware and software for administrative and educational technology.

● Researches emerging technologies and best practices for the purpose of recommending new and enhanced technology programs and services.

● Serves as a technical resource to department and district staff, outside vendors, and service providers for the purpose of providing technical assistance, support, information, and/or advice regarding active or planned projects.

● Responds to emergency situations for the purpose of addressing immediate safety concerns.

**Other Functions**

● Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations, and laws;
- compiling and analyzing financial and statistical information and data;
- operating standard office equipment including utilizing pertinent software applications and office technology;
- planning and managing projects;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- cybersecurity frameworks;
- data network and management systems;
- design, installation, operation, maintenance, and support of networks, information systems, and related equipment;
- interpersonal skills using tact, patience, and courtesy;
- interviewing techniques and practices;
- job-related codes/laws/rules/regulations/policies;
- methods of organizing, scheduling, and prioritizing workloads;
- methods of training;
- modern and emerging technology;
- modern office practices and procedures;
- networking technology and operating systems;
- office equipment and technology;
- personnel administration practices;
- principles and practices of budget management and accounting;
- principles and practices of training;
- programming languages;
- recordkeeping and retention practices;
- safe driving practices;
• safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- diffusing argumentative behavior;
- displaying tact and courtesy;
- effectively planning, organizing, controlling, and directing the services of assigned department;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- making quick and accurate decisions;
- meeting deadlines and schedules;
- multitasking;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- providing customer service;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment.

Experience:Job related experience with increasing levels of responsibility is required.

Education: Bachelor's Degree in job-related area.

Equivalency: Bachelor's degree in information systems, computer science, or related field and five (5) years of increasingly responsible systems and programming experience with at least two (2) years in a supervisory capacity. School district or public sector experience is highly desirable.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.
Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of two hundred sixty (260) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee’s termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Class C Driver License.

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status | Approval Date | Salary Grade
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Exempt | Revised: 03/2011 Revised: 09/10/2019 – Title change from Director of Information Systems | Classified Management, Range 25