

Approved
8/21/13

BUCKEYE UNION SCHOOL DISTRICT
Position (Job) Description

TITLE: Lead Information & Technology Computer Technician	REPORTS TO: Site Administrator, Asst. Supt of Curriculum and Instruction
DIVISION: Curriculum and Instruction	CLASSIFICATION: Classified
SITE: District-wide & School Sites as Assigned	WORK YEAR: 260 Days
BOARD APPROVAL: _____	SALARY RANGE: Range 28

SUMMARY

Under limited direction and the supervision of the Assistant Superintendent, direct and implement technology services district wide; work with staff and the community to assist in the establishment of a vision for moving the District to the forefront of technology integration, with a particular focus on classroom-based applications that support adaptive assessment and adaptive instruction; provide the technological infrastructure necessary to support staff in improving instructional outcomes, teacher effectiveness, administrative leadership, and District communication with internal and external audiences; support District administrators at both the school and District office levels in making informed decisions about hardware and software for administrative purposes and in using the technology infrastructure to the greatest advantage to achieve District goals; integrate cost-effective applications of technological hardware and software into all aspects of the teaching-learning process, with an emphasis on the use of instructional technology as a means of accelerating, deepening, and expanding student achievement

ESSENTIAL FUNCTIONS AND DUTIES

- Ability to set-up, maintain and repair computer hardware and peripheral devices.
- Analyze, coordinate support and resolve hardware, software and network resource issues for devices supported by Buckeye Union School District.
- Assist district administration with policies and procedures regarding the use of technology and software to ensure compliance with federal and state laws.
- Assist district administration in establishing the district's technology vision and long-range plan to meet the present and future needs of District staff and students and to achieve district goals.
- Assist with design and administration of operational systems to ensure the availability of such to authorized users.
- Install and maintain software.
- Maintain a help desk that works in concert with all technology support and repair staff to support end users in the schools and District offices.
- Maintain a knowledge and understanding of industry standards relating to technology.
- Maintain cooperative working relationships with parents and district staff.
- Monitor, research and inform district administration about electronic data security to assist in ensuring the integrity and reliability of computerized information systems and protecting student and staff data in conformance with state and federal laws and district policy.
- Oversees the selection and implementation of district data warehouses.
- Prepare or assist in preparation of documentation for computer/software related needs.
- Provide information to district leaders regarding planned expenditure outlays and promoting the most cost effective use of district resources.
- Provide or assist in training, when necessary, in district's computer hardware and software to users.
- Research, analyze and evaluate hardware and software to be used for a variety of district needs.
- Other related duties as assigned

QUALIFICATIONS

Knowledge and skills:

- Ability to approach problems and issues from multiple perspectives and to recommend multiple applications of technology to address district needs.
- Ability to create and execute projects and revise as appropriate to meet changing needs and requirements.
- Ability to identify opportunities for improvement and make constructive suggestions for change.
- Ability to meet schedules and time lines and prioritize workload.
- Ability to prepare project estimates and make projections of equipment, supplies and training needs.
- Ability to work independently and apply initiative and judgment in resolving problems within general policy guidelines.
- Commitment to the District's vision and mission and to the equitable distribution of resources.
- Communicate effectively both orally and in writing.
- Knowledge of principles of systems analysis, operating systems and programming languages used by the District and other technical aspects of the field of technology.
- Maintain knowledge of current developments in technology in regards to applicable laws, codes, regulations, policies and procedures.
- Maintain records, prepare and report concise written and oral presentations.

Abilities:

Ability to:

- Work independently.
- Direct and provide technical assistance to users.
- Administer day-to-day operation of networks.
- Plan, organize, integrate and manage systems development, administration and computer operations programs and service.
- Communicate effectively in both technical and non-technical terms to staff and students.
- Prepare clear and concise written communication and make oral presentations.
- Remain current and adapt to changes in technology.
- Direct, train, and coordinate the work of technology department staff.
- Implement collaborative team building processes.
- Initiate, conceptualize, formulate, analyze and prepare new programs and systems.
- Evaluate and coordinate the collaboration and implementation of technology integration into student instructional programs.
- Oversee and direct the operations, services and activities of the Technology Department.
- Travel locally as required.

Education and Experience:

- AA/AS degree in Computer Science, Information Systems, Educational Technology, or related field required, including coursework in strategic implementation of technology and innovation, management information systems, and database management technology. (NOTE: Consideration will be given to an alternative combination of experience and training that provides the required knowledge, skills and abilities and that encompasses the essential functions.)
- Knowledge and applied understanding of instructional applications of a wide range of hardware and software in a variety of educational settings.
- Five (5) years of successful experience in a position working with networked and electronic data systems, preferably in an educational setting.
- Experience with computing environments used by the District.
- Experience in directing and training staff, preferred.
- Experience with education-related technology tools and applications required.

Licenses and certificates:

- Valid California Driver's License
- Technology industry certifications desirable

Physical Demands

- Primarily indoor working environment
- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, bending, twisting, pushing or pulling moderately heavy objects as needed (up to 50 pounds on a regular basis)
- Dexterity of hands and fingers to operate a computer