



PROPOSED POSITION DESCRIPTION

Title: Assistant Superintendent, Technology & Information Services

Department: Technology & Information Services

FLSA Classification: Exempt

Bargaining Unit: None

Work Year: 12 Month

Reports to: Superintendent

Board Approval Date: PENDING BOARD APPROVAL

Salary Grade: Unscheduled Management (\$172,706 Annual Salary +\$1,200 each for Masters, Ph.D. or Ed.D, and BCLAD or Bilingual Authorization)

Primary Function:

Under the supervision of the Superintendent, the Assistant Superintendent of Technology & Information Services provides dynamic, responsive, collaborative and forward-thinking vision, leadership and management of technology, data, and assessment services to support the mission and goals of the District. This includes the planning, development, implementation, management and maintenance of all applications, infrastructure, security, networks, facility upgrades, technology training and communications, assessments of student progress and achievement, comprehensive support for the teaching and learning activities of the staff and students.

Essential Job Functions include, but are not limited to the following:

- Serves as a member of the Superintendent’s cabinet; assists the Superintendent in implementing the Board’s adopted strategic plan and in articulating a vision for the District’s programs.
- Primary responsibility for providing leadership, direction, oversight, and vision for the effective use of all Santa Rosa City Schools (SRCS) instructional and business technology resources.
- Lead district initiatives related to the use of technology; collaborating across departments and functional areas that support adoption and implementation of technology in all aspects of school business, including those that improve teaching and learning.
- Responsible for ensuring the District’s electronic data is appropriately secured; including the policies and procedures that protect such data and ensure District compliance with all appropriate codes or external policies relating to data integrity and security, including Student Data Privacy.
- Responsible for planning, developing, and overseeing administration and maintenance of the District’s Wide Area Network (WAN) and the Local Area Networks (LANs) at all District locations to provide business continuity and sustainability.
- Provides oversight and direction for integrated data communications networks.
- Organizes and coordinates appropriate staff development activities to ensure proper use of equipment and applications. Assures training is both operational and conceptual in scope.
- Determines functional specifications, standards and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance.
- Promotes participation of and collaboration with end-user and staff representatives in needs assessment, program development, service delivery efforts and project review.

- Evaluates technological changes, emerging technologies and best practices to recommend innovative and cost effective integration of new technologies.
- In coordination with Educational Services, develops, implements, monitors, and evaluates a district wide assessment plan, including state mandated testing and site assessment efforts.
- Oversee and support pretest data files for various district, county, state, and federal database systems and testing programs and the import of post-test data files into district database software
- Ensure currency and accuracy of data in the district's student and staff information systems and support data reporting and integration with CALPADS and other local, state and federal reporting systems.
- Prepare local and state reports related to state testing and district developed assessments.
- Disseminate and provide technical assistance to sites/district to collect, display, analyze and use data for instruction and program decisions.
- Manages operating budget covering all centralized computer support throughout the District and recommends prudent fiscal approaches for long-term hardware and software acquisition and maintenance. In conjunction with the Purchasing Department, oversees bid requests, proposals and vendor contracts.
- Coordinates student and staff events, promoting the use of instructional technology.
- Serves as a technical resource and assures proper levels of technical support for District personnel; communicates with other administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues and exchange information.
- Coordinates the architecture, implementation and management of the District's technology infrastructure and information systems; assures infrastructure supports administrative and instructional technology services District-wide.
- Coordinates the development and maintenance of the District's networked information systems including feasibility studies, systems analysis and design, programming, conversion of data, instructional technology and data storage and retrieval.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees and provides mentoring and coaching to ensure staff development.
- Provides technical expertise and information to the Superintendent regarding assigned functions and participates in the formulation of policies, procedures and programs; advises the Superintendent of unusual trends or problems and recommends appropriate corrective action.
- Attends and participates in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technological trends; makes presentations regarding District information services objectives, plans and achievements to groups and committees.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in Business Administration, Public Administration, Technology, or field directly related to the duties and responsibilities of the position; Master's degree is desired but not required.
- Demonstrates strong management/leadership skills. A minimum of five years' management experience preferably in a medium to large school district.
- Demonstrated record of strategic planning, budget management, integration and staff development.

Licenses/Certifications:

- Teaching or Administrative credential preferred.
- Valid California driver's license.

Abilities

- Act in a professional and positive manner.
- Establish and maintain cooperative and effective working relationships with others.
- Use tact, patience, and courtesy.
- Ability to articulate and understand complex issues and facilitate effective problem-solving.
- Knowledge of principles, techniques, procedures and developments for the operation of data processing and communications technology.
- Knowledge of Federal, State, and District policies, guidelines and laws related to student assessments and accountability.
- Understanding of technology integration in support of the instructional program.
- Knowledge of computerized educational management practices.
- Knowledge of consensus building techniques and conflict resolution strategies.

Working Conditions

While performing the duties of this Job, the employee is often exposed to moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Abilities

- Hearing and speaking to exchange information and make presentations
- Sitting for extended periods of time
- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard