

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR - INFORMATION TECHNOLOGIES

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plan, organize, develop, direct and implement the application of information technology systems to educational activities and business activities of the District.

REPRESENTATIVE DUTIES:

Organize and conduct conferences with Principals, department heads and users to improve services to users and to develop and implement information technologies systems. **E**

Devise, develop, instruct and supervise the implementation of such systems. **E**

Develop forms and procedures for systems and instruct in their uses. **E**

Provide administrative leadership for development of computer systems in such areas as education, business, personnel and special services. **E**

Plan, organize, coordinate and direct the operation of the Information Technologies department. **E**

Establish and maintain a library in educational information technologies methods, systems and equipment. **E**

Determine operating work schedules for regular work loads and assignments; meet with staff to discuss concerns, assignments, monitor the progress of projects and prioritize and allocate programming assignments. **E**

Conduct in-service training in areas such as productivity software, multimedia programs, internal applications and devices such as scanners and digital cameras. **E**

Review, evaluate and improve existing operating procedures to utilize machine time and personnel as effectively as possible; develop and maintain information related to trends within information technologies. **E**

Schedule, process and disseminate results of special reports, surveys and other statistical studies as required. **E**

Train and evaluate subordinate personnel. **E**

Coordinate between Information Technologies Department and equipment manufacturers. **E**

Represent the information technologies function on District committees; provide input regarding automation. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Developments and trends in information technologies, school curricula, electronic information systems and their application to education, research methods, techniques and statistics.

Methods and procedures of operating electronic computers and peripheral equipment.

Basic elements of programming.

Basic principles of computer technology.

Data control procedures and data entry operations.

Principles and practices of information technologies as applied to automation of office procedures.

Oral and written communication skills.

Research methods and report writing techniques.

District organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.
Budget preparation and control.

ABILITY TO:

Communicate information technologies procedures and requirements to users.
Provide technical assistance to District computer systems users.
Detect errors in data and program structure, logic and coding.
Compile, organize, analyze and present statistical and technical data.
Compile and verify data and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Maintain current knowledge of technological advances in the field.
Meet schedules and time lines.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information systems or a related field and three years progressively responsible systems and programming experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to driving to conduct work.

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting moderately heavy objects . Dexterity of hands and fingers to operate office equipment, hearing and speaking to exchange information and to conduct training, vision to read journals and maintain current knowledge of the computer industry. July 31, 2006