

NATIONAL SCHOOL DISTRICT  
JOB DESCRIPTION

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**JOB TITLE: DIRECTOR--TECHNOLOGY & STUDENT ASSESSMENT**

Job Purpose Statement/s:

- Under the direction of Assistant Superintendent Educational Services, manages and monitors fiscal accountability for state and federal programs and student assessment.
- Under the direction of the Superintendent, assumes primary management responsibility for the Technology Services Department; ensures efficient delivery of information system services and technology resources for users districtwide; and coordinates instructional technology staff development.
- Supervises and evaluates the activities of Coordinator--Educational Services, the Supervisor--Management and Information Systems and the Instructional Technology Specialist.

Essential Job Functions:

Categorical Programs/Student Assessment

- **Oversees** district categorical programs (Title I, School Improvement, EIA/LEP, DATE, GATE).
- **Serves** as liaison with local, state and federal agencies regarding categorical programs.
- **Directs** and **coordinates** local, state, and federal testing programs; prepares reports and provides in-service education in relation to the interpretation of test results and their curriculum implications.
- **Develops** and **administers** the budgets for categorical programs in conjunction with the Educational Services Coordinator.
- **Reviews** all categorical program purchases for accuracy, appropriateness, and compliance.
- **Supervises** and **directs** the Coordinated Compliance Reviews and Program Quality Reviews.
- **Prepares** and **submits** proposals to appropriate agencies.

Technology

- **Plans, organizes, leads, directs, develops, and monitors** all aspects of the Technology Services Department; supervises educational technology and provides direction to coordinator and supervisor.
- **Coordinates** the development and implementation of the district's Technology Master Plan.
- **Directs** and **facilitates** ongoing districtwide needs assessment and development of technology implementation plan to ensure delivery of efficient and effective day-to-day and ongoing information system and technology services districtwide.
- **Assists** and **coordinates** grant requests for technology funds and ensures compliance with the grant criteria.
- **Chairs, coordinates** and **supports** the activities of technology liaisons.
- **Prepares** and **administers** the Educational Technology and Information Services budget.
- **Coordinates** on-going evaluation and recommends procedures to encourage response to instructional administrative needs for information and communications resources.

- **Reviews, monitors and facilitates** negotiations with vendors and agencies to provide cost effective resources in terms of day-to-day demands and longer term goals and objectives.
- **Oversees** the planning, organization and staff development on computer hardware, software and information technology applied to the educational environment and other district activities.
- **Provides** leadership and direction in developing and obtaining new technology for educational and office applications.
- **Manages** districtwide network that supports voice, video and data transmission.
- **Chairs** the District Technology Committee and serves as a liaison to the County Office of Education on technology issues.

#### Other Job Functions:

- Perform related duties as assigned.

#### Job Requirement – Qualifications

- Experience Required: At least 3 years experience as a school site or district office administrator.
- Knowledge and/or Abilities Required:

##### Categorical Program/Assessment

Knowledge, skills and abilities in the area of categorical programs, budgeting, state mandated testing, interpreting scoring reports, development/usage of alternative assessments, etc.

##### Technology

Documented experience in information/educational technology. Knowledge, skills and abilities in the area of information systems and technology resources; principles, practices and languages used in communication oriented computer systems and programming; the capabilities, capacities, and limitations of computers and peripheral equipment; comparative equipment, planning, and cost control, principles and practices of accounting, statistics, and school district organization, activities and requirements; principles of administration, human resource administration, departmental budgeting, supervision, and training.

Abilities to establish and maintain cooperative and effective working relationships with children and adults; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; plan and organize work; perform a variety of specialized and responsible tasks; ability to work flexible hours. Significant physical abilities include standing/walking for prolonged periods.

- Education Required: Master's degree required.
- Licenses, Certifications, Bonding and/or Testing Required: Appropriate Administrative Services Credential. Valid California Driver's License and proof of insurance Criminal Justice Fingerprint Clearance.