

Job Title: ASSISTANT SUPERINTENDENT OF INNOVATION AND TECHNOLOGY SERVICES

Definition:

Under the direction of the Superintendent, the Assistant Superintendent of Innovation and Technology Services plans, organizes, manages, and directs all aspects of the operation of the following departments: Extended Learning Opportunities, Virtual and Blended Educational Environments, Informational Technology, Educational Technology and Assessment, Welcome and Wellness Center, Library/Media Centers, Document Imaging and Duplication.

Distinguishing Characteristics:

The Assistant Superintendent of Innovation and Technology Services has overall leadership responsibility for the district's information technology policies, assessments, data programs, extended, blended and virtual learning opportunities, networks, databases, service including managerial responsibilities for a large staff engaged in the following functions: technology planning and project management, process reengineering, applications implementation and development, technology training, technology integration, voice and data telecommunications, capital projects, library systems, systems and network support, help desk services, instructional software and delivery systems, technology procurement, district/state/federal assessments, state and federal compliance, enrollment/registration procedures, virtual and blended educational programs, attendance recovery, intersession and summer school programs, after/before school programs, cyber security and video security services.

Essential Job Duties:

1. Assist the Superintendent in achieving district objectives and carrying out policies established by the Board of Trustees in meeting the goals of the Strategic Plan and the Local Control Accountability Plan by development of a clear vision for the departments to work collaboratively, creatively, and productively to improve student achievement.
2. Participate with the Superintendent and other administrators to ensure best practices in district-wide strategic leadership and operational management to foster the development and maintenance of a positive educational environment and program that meets the needs of the community and is consistent with the policies and direction of the Board of Trustees.
3. Provide leadership, direction, and expertise in technological innovation, alternative learning environments, extended learning environments, assessment and data analysis and promotes the effective and efficient utilization of a wide variety of software and equipment as it relates to technological advances across the organization.
4. Supervise, support and evaluate the performance of assigned administrative, professional, and support staff; coordinates executive-level functions with other cabinet-level administrators and the Superintendent.
5. Researches emerging practices and programs within and outside the educational arena that personalize learning for students and educators that improve student engagement and achievement
6. Develop, implement, and evaluate goals and objectives as they pertain to the areas of responsibility for the district as directed.
7. Establish a climate within the areas of responsibility that is conducive to appropriate conduct, performance, attitude, job satisfaction, and service orientation.

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8. Promote the district's mission and the attainment of increased academic achievement and accountability for all students; serves as an advocate for students; promotes commitment by parents and the community to the K-8 educational system; and, executes strategies to increase academic achievement in very diverse student populations and ensure positive school climates.
9. Promote the innovative use of technology for enhancing teaching and learning, mastery and application of standards, data analysis, and formative assessments, which extends learning opportunities beyond the school day, and supports on-demand learning for both students and staff.
10. Plan and direct the strategic and sustainable use of technology to ensure that the future use of district-wide instructional communications, and administrative technology is viable and compatible.
11. Extensive knowledge of information and assessment systems including, but not limited to district SIS, district assessment platform, state testing platform, and CALPADS
12. Ensures that innovative applications and pilot programs are measured and monitored to ensure that student engagement and achievement is improving
13. Lead the district in research, development, and compatibility of technology applications as they relate to business services and other technology applications pertaining to security and automated operations.
14. Direct the daily operation and deployment of technology in the district ensuring that the daily tactical operation of technology is aligned with the district's strategic plan and LCAP goals.
15. Direct and lead the operation of the Welcome and Wellness Center to ensure enrollment process and data is accurate, communicate with school sites policies and procedures for enrollment and data maintenance, and connect families with district and community resources.
16. Lead the development, implementation and management of targeted communications strategies that will contribute to an overall effort to build the branding and visibility of the organization while keeping in alignment with the district's strategic plan.
17. Analyze and evaluate district programs, assessments, and systems and provide reports to staff.
18. Direct and coordinate activities relating to the protection, safeguarding and security of district assets, user data and accessibility, and networks.
19. Plan, examine, analyze, and adapt, through a continuous cycle of improvement, the district's security systems, procedures, and trainings.
20. Plan, coordinate and deliver professional development within the district, for community members and at a variety of events.
21. Follow a planned professional growth program, participates actively in local, state, and national professional associations/organizations; and studies local, state, and national guidelines for effective services in assigned areas of responsibility.
22. Direct the development and approves the departmental budgets for assigned area of responsibilities.
23. Function as a member of the district's Cabinet and Leadership Team, coordinates with other district and school administrators in the areas of assigned responsibility.

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24. Direct the preparation and maintenance of a variety of narrative and statistical reports (including state and federal reports as required), records, and files; and prepares agendas and memos.
25. Serve on committees and as a spokesperson for the district at both formal and informal speaking engagements and in the development of written documents describing district programs.
26. Performs other related duties as assigned.

Minimum Knowledge, Skill, and Ability:

Knowledge of:

- Organizational theory and its application in large school districts, including familiarity with “systems thinking,” the ability to analyze organizational situations from structural, human resource, political, and symbolic frames.
- Effective principles, practices, trends, goals, and objectives of public education, management and supervisory methods.
- Philosophical, educational, fiscal, and legal aspects affecting technology management.
- Research/theory, best practices, and technical aspects of field of specialty and areas of responsibility, including but not limited to: computer hardware and software applications, communication installations, cabling infrastructure, programming techniques and system development (including capabilities and limitations, service requirements, and associated costs)
- Research methods, report writing techniques and record keeping techniques.
- Applicable federal, state, and local laws, codes, regulations, policies, procedures, and case law related to assigned activities.
- District organization, operations, policies, and procedures.
- Educational and business technology programs, procedures and methods, computer equipment, and computer software necessary to perform required duties.
- Budget preparation and control.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and skills in mathematics.

Ability to:

- Plan, organize, and administer assigned areas of responsibility.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Operate technology hardware and software necessary to perform assigned duties/responsibilities.
- Communicate effectively, both orally and in writing.
- Facilitate and promote collaborative decision-making; facilitate conflict resolution.
- Analyze complex situations and synthesize diverse information carefully and adopt an effective course of action.

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- Interpret, apply, and explain administrative and board policies, laws, regulations, and collective bargaining agreements that pertain to areas of responsibility.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive, narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluate the performance of assigned staff.

REQUIRED QUALIFICATIONS:

- Minimum of five (5) years of experience in innovative technology/program management, including supervisory experience.
- Minimum of five (5) years site or district leadership experience
- Minimum of five (5) years teaching experience.
- Thorough knowledge of effective and innovative school and district technology and data planning, systems and process design, and implementation; effective application of technology to enhance teaching and learning, and demonstrated success as an educational leader.
- Proven successful experience in implementing, managing, and directing a variety of large-scale technology related programs and/or operations in a school district.
- Proven successful experience in a diverse public school district.
- Proven successful experience in working and learning in a Professional Learning Community.
- Valid Teaching Credential and Administrative Credential
- CA state driver's license, automobile insurance, and access to an automobile during the work day.
- Attend evening and weekend meetings.

PREFERRED QUALIFICATIONS:

- CTO certification
- Leading Edge Certification
- Google Certifications- Educator and Administration

Physical Requirements and Working Conditions:

- Require vision which may be corrected to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds.
- Subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.

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- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings.
- May be required to take and pass a physical examination

PHYSICAL REQUIREMENT INFORMATION

| Physical Demands: | HPD = Hrs. Per Day | | |
|--------------------------|---------------------------|--------------------------|------------------------|
| | Rarely (0 – 1.5 HPD) | Occasionally (1.5-3 HPD) | Frequently (3 – 6 HPD) |
| Sitting | | | X |
| Standing | X | | |
| Walking | | X | |
| Bending (neck) | | | X |
| Bending (waist) | | X | |
| Kneeling | X | | |
| Reaching | | X | |
| Stooping | | X | |
| Crawling | X | | |
| Twisting (back & neck) | X | | |
| Climbing | X | | |
| Pushing/Pulling | | X | |

| | | Lifting | | | Carrying | |
|--------------|---------------------|----------------------------|------------------------|---------------------|----------------------------|------------------------|
| | Rarely (0 – 1.5HPD) | Occasionally (1.5 – 3 HPD) | Frequently (3 – 6 HPD) | Rarely (0 – 1.5HPD) | Occasionally (1.5 – 3 HPD) | Frequently (3 – 6 HPD) |
| 0 – 10 lbs. | | X | | | X | |
| 11 – 25 lbs. | X | | | X | | |
| 26 – 50 lbs. | X | | | X | | |
| 51 – 75 lbs. | X | | | X | | |

| Mental Demands: | Rarely (0 – 1.5 HPD) | Occasionally (1.5 – 3 HPD) | Frequently (3 – 6 HPD) |
|------------------------|----------------------|----------------------------|------------------------|
| Problem Solve | | | X |
| Make Decisions | | | X |
| Supervise | | | X |
| Interpret Data | | | X |
| Organize | | | X |
| Write | | | X |
| Plan | | | X |
| Multi-Task | | | X |

Job Title: Chief Officer of Assessment, Information and Technology Systems

| Equipment Use: | Rarely (0 – 1.5 HPD) | Occasionally (1.5 – 3 HPD) | Frequently (3 – 6 HPD) |
|-----------------------|-------------------------|-------------------------------|---------------------------|
| Telephone | | X | |
| Copier | X | | |
| Computer | | | X |
| Radio | X | | |