Sulphur Springs Union School District
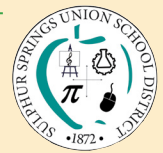## Serving Grades - K – 6

27000 Weyerhaeuser Way, Santa Clarita, CA 91351   661-252-5131   www.sssd.k12.ca.us

Canyon Springs Community School	*Fair Oaks Ranch Community School*	*Golden Oak Community School*
Leona Cox Community School	*Mint Canyon Community School*	*Mitchell Community School*
Pinetree Community School	*Sulphur Springs Community School*	*Valley View Community School*

MANAGER - TECHNOLOGY SERVICES

Definition

Under the direction of the Superintendent or designee, plans, designs, implements, maintains, and coordinates district electronic information systems. Provides centralized supervision of district-wide information systems implementation; coordinates computer related administrative activities; serves as a resource person in the development of effective computer-based systems and applications; invents and reengineers business processes and policies with regard to computer-based applications; develops and coordinates inservice training programs; coorindates the purchase, installation and maintenance of school and district office computer hardware and software; 0versees information system operations and supervises employees assigned as such.

Supervision Exercised or Received

Under the immediate supervision of the Superintendent or designee.

Essential Duties and Responsibilities

- Develops a comprehensive district implementation plan and goals for computer technology infrastructure. Trains, supports and monitors this plan to achieve goals.
- Develops policies and processes with regard to office automation systems, network systems, and other electronic communication mediums.
- Coordinates the implementation of information systems, resolves issues related to computer needs and information exchange.
- Develops and maintains a working knowledge of existing and new computer applications to be implemented.
- Coordinates staff training with regard to the proper operation of information systems and technology, obtains appropriate training for self and information services technical staff.
- Assures consistent information systems development by writing specifications and guidelines with regard to the acquisition and implementation of new equipment and software systems; attends meetings of district technical staff; assists with system level technology implementation and installation.
- Troubleshoots minor and major information systems failures and coordinates computer system maintenance activities with vendors or district staff.
- Monitors information system statistics, collecting performance related details and installing upgrades or enhancements to existing systems which provide higher quality of service and /or resolve technical issues, as needed.
- To the extent possible, assists users whose needs go beyond that of the current information system's capabilities.
- Develops and maintains good working relationships with all computer system users.
- Coordinates the resolution of user technical issues with regard to information systems.
- Supervises Technology Support Technician and support staff.
- Develops and maintains adequate safety standards for self and staff.
- Directs and coordinates the activities of other district personnel on assigned projects.
- Performs other related duties as assigned.
- Plans and coordinates the district's local area network configuration and operation including designing, managing, trouble shooting and maintaining ethernet and local talk networks.

District Fax #'s

Business Services 661-252-8814	*Instructional Services 661-252-6847*	*Special Education Services 661-252-6229*
Personnel Services 661-252-3589	*Superintendent 661-252-6849*	*Technology Dept. 661-252-6848*

- Recommend the formulation, configuration, design and operation of electronic data processing technology, equipment and hardware/software to meet district operation needs.
- Perform a variety of systems design, installation, modification, and maintenance of the school site and district technology system which includes, but is not limited to, networks (LAN/WAN), computers, back up systems, printers, servers, telecommunications, multi-media and application software.
- Maintenance of student information system to assure current information is included and accessible to all necessary parties.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Qualifications

Knowledge of:
- Organization and management of an administrative office
- School District organization, operations, policies and objectives
- Applicable sections of the State Education Code and other applicable laws
- Modern office automation practices, procedures, and equipment
- Hardware and software diagnostics
- Computer operating systems
- Network operating systems
- LAN/WAN technologies
- Internet Technologies
- Available software applications for office productivity
- Principles, operation and use of computer equipment
- Oral and written communication skills
- Interpersonal relations skills using tact, patience and courtesy
- Systems management utilizing Macintosh and Window-based microcomputer technologies
- Macintosh and Window-based applications software, including database management, word processing, spreadsheets, and cross platform integration
- Technical aspects of computer and peripheral operations, including scanning systems

Ability to:
- Operate various office machines, computer systems, and software applications
- Install, repair and replace computer hardware and software
- Understand and apply software instructions
- Conduct inservices and train personnel
- Organize complex material and summarize in report form
- Work independently with little direction
- Analyze problems accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Establish and maintain effective working relationships
- Maintain records and prepare reports
- Maintain a variety of database systems
- Meet schedules and timelines
- Plan and organize work
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Attend meetings, conferences and workshops
- Coordinate the work of other department employees

<u>Training and Experience</u>
Required:
Four or more years of computer related course work at the college level or equivalent work experience in the computer field; including experience with: Macintosh, Windows microcomputer operating systems, local and wide area networking technologies and protocols, Internet technologies, Netware and Windows NT network operating systems.

Preferred:
Bachelor's Degree in Computer Technology, Apple Certification and CISCO (CCNA/CCNP) Certification.

<u>License</u>
Possession of a valid California Driver's license.

<u>Physical</u>
Good physical condition; able to pass required district physical.

Additional Requirements
<u>Mental Demands</u>
- Language skills
  Ability to read, interpret, apply and explain applicable laws, regulations policies and procedures; compose and write reports and correspondence independently; communicate effectively with individuals or groups.
- Mathematical skills
  Ability to apply concepts such as fractions, percentages, ratios, and proportions. to practical solutions; compute statistics, information and recommendations related to the financial affairs of the district; prepare clear, concise and complete financial information and reports.
- Reasoning ability
  Ability to define problems, collect and analyze data, establish facts, reason logically, draw valid conclusions and develop and present alternative solutions; read analyze, interpret, apply and explain laws, rules, regulations, contracts and compensation principles in order to resolve complex financial issues and problems, manage multiple projects simultaneously.
- Other skills and abilities:
  Demonstrate knowledge of:
    - Principles and practices of public and business administration functions, programs and services including organization, personnel, fiscal and instruction profit management.
    - Fundamental application of data processing to business management
    - State and federal laws, codes and regulations applicable to business services of the district.
    - Budget preparation and control.
    - Principles and practices of administration, supervision and training.
    - Oral and written communication.
    - Plan and conduct validation studies and review of job-related selection instruments.
    - Train, supervise and evaluate assigned staff.
    - Conduct research, survey and special analyses.
    - Establish and maintain effective and cooperative relationships with others.
    - Assure compliance of policies and procedures with applicable and statutes and regulations.

<u>Physical Demands</u>
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Body movement
  Regular Activities: Stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person.
- Lifting requirements
  Employees assigned to this classification must regularly lift, carry and/or move computer-related objects weighing up to 50 pounds.
- Vision requirement
  Ability to see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

Work Environment

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Abilities and Working Conditions of Continued Employment

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of this position. Sulphur Springs School District encourages persons with disabilities who are interested in employment for this position and need reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

The Sulphur Springs School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Adopted by the Board: February 16, 2005
Revised: August 17, 2005