**RIALTO UNIFIED SCHOOL DISTRICT**

**Classified Management**

**AGENT: INFORMATION TECHNOLOGY**

**DEFINITION:**

Under the direction of an assigned Administrator or Supervisor, assist the Lead Agent: Technology Services in providing technology innovation and services to the District; supervise the performance of assigned personnel including technicians and specialists supporting technology in District classrooms and offices; research and deploy new technology into classrooms and offices; manage technology projects and maintain communications with various schools and support sites regarding technology needs; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

* Assist the Lead Agent: Technology Services in developing the technology plan and in the management duties of various projects; assist with planning, organizing, controlling, and directing Technology Services; monitor progress toward goal attainment; coordinate technology priorities.
* Perform a variety of technical duties involved in the design, installation, configuration, and maintenance of the wide-area networks (WANs) and local area networks (LANs); resolve network related problems.
* Supervise the performance of assigned Technology Services personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.
* Manage, supervise, and coordinate with technicians and specialists regarding technology deployments and the servicing of technology for school and support sites.
* Determine and research technology needs for school and support sites; evaluate potential products and services and assure compliance with established objectives, priorities and resources; analyze proposals for technology submitted from various personnel.
* Manage the acquisition, installation, maintenance, and repair of information and communications technology equipment as assigned; negotiate bids for service, installations or other services as needed.
* Provide technical expertise, information and assistance to the administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.
* Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
* Serve as technical and administrative resource to operational and instructional users.
* Communicate with other administrators, personnel, vendors, service providers, and other outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
* Assist the Lead Agent: Technology Services with developing and preparing the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
* Operate a computer, assigned software programs and related peripherals; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.
* Attend and conduct a variety of meetings as assigned; attend conferences and workshops to maintain current knowledge of emerging technological trends, development, and research.
* Perform other job-related duties as assigned and/or as required.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

* Planning, organization and direction of Technology Services.
* District school site functions and related needs.
* Project management principles.
* Business partner and vendor management.
* Computer languages and programming fundamentals.
* Principles and operations of LANs and WANs, data communication systems, and related software.
* Installation, maintenance, and repair of technology systems equipment.
* Technology and computer software support related to instruction and administration.
* Operational characteristics and requirements of personal computers and networks and related peripheral equipment for assigned platforms.
* Use of various computer systems and software and their application to established needs.
* Principles, practices, and languages used in communication-oriented computer systems.
* Budget preparation and control.
* Oral and written communication skills.
* Principles and practices of administration, supervision, and training.
* Applicable laws, codes, regulations, policies, and procedures.
* Interpersonal skills using tact, patience, and courtesy.
* Operation of a computer and assigned software.

ABILITY TO:

* Assist with planning, organizing, controlling, and directing Technology Services.
* Supervise the performance of assigned personnel.
* Plan and implement the installation and use of integrated Technology Systems in an educational system.
* Communicate effectively both orally and in writing.
* Maintain current knowledge of technological advances in the field.
* Design, install, configure, and maintain the WANs and LANs.
* Interpret, apply and explain rules, regulations, policies, and procedures.
* Establish and maintain cooperative and effective working relationships with others.
* Operate a computer and assigned office equipment.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Work independently with little direction.
* Plan and organize work.
* Prepare comprehensive narrative and statistical reports.

**EDUCATION AND EXPERIENCE:**

EDUCATION:

Verification of a Bachelor’s degree in information technology, computer science, or a related field.

EXPERIENCE:

Five years of increasingly responsible networking experience.

Recent job-related experience within the last five years is required.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

* Valid Cisco and security certifications.
* Verification of a valid California Motor Vehicle Operator's license.
* Insurability by the District’s liability insurance carrier may be required.

**PREFERRED QUALIFICATIONS:**

N/A

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the

position classification must perform in carrying out essential job functions.

* Will frequently exert 20 to 40 pounds of force to lift, carry, push, pull, or otherwise move objects.
* Will sit most of the time; but will walk and stand for brief periods.
* Must possess the ability to hear and perceive the nature of sound.
* Must possess visual acuity and depth perception.
* Must be capable of providing oral information, both in person and over the telephone.
* Must possess the manual dexterity to operate micro-computers and business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

**Revision Date:** November 16, 2022