



## **RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT**

### **LEAD AGENT: TECHNOLOGY SERVICES**

#### **DEFINITION:**

Under the direction of an assigned Administrator or Supervisor, provide vision and leadership in the development and implementation of a District-wide information technology (IT) program; lead the District in planning and implementing enterprise information systems to support both distributed and centralized educational and management operations while achieving more effective and cost beneficial enterprise-wide IT operations; perform other job-related duties as assigned and/or as required.

#### **ESSENTIAL DUTIES:**

- Oversee the development and maintenance of District Internet services for public and staff usage.
- Ensure integrated planning of all administrative and educational computing.
- Develop, update and disseminate the District Technology Plan.
- Provide technical assistance and staff development to District and site level staff to facilitate the implementation of technologically supported instruction.
- Develop District policies relating to technology.
- Develop, implement and monitor the administrative regulation and budget for technology.
- Work with school administration to help develop and implement school technology plans.
- Assist in implementation of programs to use Internet resources in school libraries and educational programs.
- Provide leadership and assistance in writing grants to secure supplementary funding for District-wide information technology programs.
- Keep informed on current trends in the area of instructional technology to improve student achievement.
- Responsible for assembling and supervising a District integrated technology team.
- Assist in identifying and implementing instructional technology programs and staff training.
- Work closely with District and Site Administrators to support implementation of District instructional programs.
- Assist with public relations efforts.
- Manage multiple information and communications systems and projects, including data, imaging and office automation.
- Identify long-term District-wide information needs and develop strategies for systems development and technology acquisition and integration.
- Direct the activities of management and instructional technology.
- Direct the architectural, engineering, design and implementation of communications infrastructure at all District facility projects.
- Perform other job-related duties as assigned and/or as required.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Advanced understanding of computer software, computer networks, computer systems and media technology.

- Enterprise level technology development and implementation.
- District curriculum.
- Budget planning and administration.

**ABILITY TO:**

- Analyze educational and technical problems, identify potential solutions and make appropriate recommendations.
- Provide quality training opportunities for District staff in areas of technology.
- Develop, update and disseminate the District Technology Plan.
- Develop District policies and administration regulations relating to technology.
- Develop and monitor the service area budget and assist in the development and implementation of a District budget for technology.
- Provide technical assistance and staff development to District and site level staff to facilitate the implementation of technologically supported instruction.
- Oversee the development and maintenance of District Internet services for public and staff usage.
- Communicate effectively in oral and written form with District staff, outside entities and the public.
- Work effectively with groups.
- Collaborate with other managers.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

Verification of Bachelor's or Master's degree in Information Technology/Systems, Business, MIS, or other closely related fields.

**EXPERIENCE:**

Five years of progressively responsible information systems experience.

At least two years of supervisory or management experience of information systems and information technology.

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

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

**PREFERRED QUALIFICATIONS:**

Direct management of a major IT operation (over 5,000 terminals) and/or public sector IT experience is preferred, but not required.

**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

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