

SANTA CRUZ COUNTY OFFICE OF EDUCATION

ASSISTANT DIRECTOR, TECHNOLOGY SERVICES DIVISION

DEFINITION

Under the direction of the Director of Technology Services Division, the Assistant Director will oversee the running of the wide area network, internal LAN, staff development for K-12 schools, data processing, grants, CTAP and print services. Incumbent must apply knowledge and skills to a wide variety of complex technical and interpersonal situations.

SUPERVISION EXERCISED

Exercise direct supervision over professional, technical and clerical staff

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Oversee the day to day operations in all areas of technology, wide area network, local area network, and technology as it enhances K-12 education.

Work with staff to assist teachers and administrators with assessing, planning, implementing, and evaluating the use of educational technology, including through professional development.

Provide information on technology learning and communication resources, including software, hardware, and telecommunications.

Establish and maintain clear communication and cooperative working relationships with clients, staff, and other agencies through announcements, correspondence, newsletters, publications, telephone communications, E-mail, websites, and attendance at meetings.

Participate in the acquisition of grants and other sources of funding for programs and projects.

Work to further the mission and goals of the County Office of Education in regard to staff development, technical assistance, learning resources, telecommunications infrastructure and coordination.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Wide area networks, local area networks, E-rate and the principles, practices, methods and strategies in integrating technology with content standards.

California Content Standards and Curriculum Frameworks, and California Educational Reform documents.

Proficiency using technology tools, including common applications, media display devices, web publishing and integration tools, network and telecommunication hardware and software; understanding of network design, including local and wide area networks.

Skill and Ability to:

Understand technologies and applications used in the K-12 environment. Have a basic understanding of the networking, and use of advanced applications over the network.

Must be able to communicate well with people, and understand the customers' needs in the K-12 environment.

Organize and coordinate large-scale projects involving multiple partners and complex budgets.

Initiate, schedule, and carry out a complex and diverse work plan; respond promptly to requests of clients, both inside and outside the County Office of Education.

Coordinate the work of professional and technical personnel.

Express ideas and concepts clearly and concisely in both oral and written form, and work collaboratively with individuals and groups from varied cultures, backgrounds, and classifications.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Master's Degree from an accredited college of university with an emphasis in education or a closely related field.

Experience:

Four (4) or more years experience using educational technology in a K-12 environment.

License or Certificate:

Possession of a valid California Teaching Credential.

Possession of a valid California Administrative Services Credential.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: February, 2001.