

**CHICO UNIFIED SCHOOL DISTRICT  
DIRECTOR- INFORMATION TECHNOLOGY**

**DEFINITION**

Under general direction, to plan, develop, organize, and implement the policies, regulations, guidelines, and procedures pertaining to the District information, technology and telecommunication programs; to serve as a resource and liaison to District, site personnel, and support personnel concerning information services, technology and telecommunications programs to enhance operational processes, and student educational opportunities; to perform a variety of research and develop evaluation designs in determining information, technology, and telecommunication program effectiveness; to do other related functions as directed.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Plans, organizes, coordinates, and directs the District information, telecommunication, and technology programs and services.
- Plans, organizes, directs, and conducts workshops, clinics, and a variety of staff development and training activities pertaining to information service, technology and telecommunication processes, including network systems, telephone and radio communication systems.
- Confers with, counsels, and advises management and instruction personnel concerning distance learning and educational technology.
- Serves as the District liaison to master planning groups, school-wide instructional planning committees, and community groups concerned with voice and data telecommunication, educational technology and computer assisted instruction.
- Investigates or directs the investigation of telecommunication and information network systems and educational technology funding sources, and coordinates the development and submission of telecommunication and educational technology grants and funding applications.
- Advises and makes recommendations pertaining to the resolution of educational technology, telecommunication and information issues, problems and concerns.
- Plans, organizes, and implements policies, regulations, and operational procedures pertaining to educational technology, computer assisted instruction, and information telecommunication processes.
- Reviews, researches, and prepares informational abstracts pertaining to educational technology, and voice and data telecommunication, .
- Plans, coordinates, directs, and implements long-range planning for voice, data network communications, including equipment replacement, installation, maintenance and upgrading existing voice, data and network communication systems.
- Plans, organizes and directs a variety of management and program evaluation reports.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Principles, techniques, strategies, goals, and objectives of public education;
- Methods, techniques, procedures, and strategies concerning the assessment and evaluation of the District educational technology and telecommunication systems;
- Legal mandates, policies, regulations, and operational procedures pertaining to instructional technology, telecommunication and voice and network systems;
- State, Federal, and local community groups and agencies that provide assistance in telecommunication and educational technology;
- Curriculum and instruction design and delivery systems;

- Human relations strategies, conflict resolution strategies, and team building principles and techniques.

**Skill to:**

- safely operate a motor vehicle.

**Ability to:**

- Provide specialized management support and coordination of comprehensive educational technology programs;
- Analyze and assess program needs, and offer recommendations pertaining to program activity revisions;
- Direct the evaluation of the District educational technology, telecommunication, computer assisted educational programs and activities;
- Serve as a resource to instructional and management personnel, and educational community agencies and groups;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish, direct, and maintain effective organization, community, and public relationships.

**EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

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

**Experience:**

- Four (4) years of successful information, telecommunication, and technology experience, including two (2) years of supervisory experience.

**Education:**

- Completion of a bachelor's degree or higher degree from an accredited college or university in instructional technology, telecommunication, computer science, or a closely related field.

**SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**License Requirement:**

- Possess and maintain a current, valid driver's license and safe driving record.

**Conditions of Employment:**

- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple worksites and locations, as needed.
- Insurability by the District's liability insurance carrier.
- Must be at least 21 years of age.

**PHYSICAL DEMANDS**

*The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.*

- Exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Ascend and descend ladders, stairs, scaffolding, and ramps.
- Walking or standing for extended periods.
- Perceiving the nature of sound.
- Near and far vision, depth perception.

- Communicate clearly to provide oral information.
- Manual dexterity to operate equipment and use hand tools as handling and working with various materials and objects are important aspects of this classification.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

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

PC - September 1997, January 2024