

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Director, Educational Technology**

**Purpose Statement**

The job of Director, Educational Technology is done for the purpose/s of directing the integration of technology in support of educational and administrative systems, providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

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**Essential Functions**

- Assists with developing policies and procedures relating to the acquisition and implementation of technology-based solutions (e.g. computers, networking, software, peripherals, etc.) for the purpose of acquiring technology resources within established timeframes in compliance with related requirements.
- Collaborates with internal and external personnel (e.g. school districts administrators, colleges and universities, California Department of Education, professional development consortia, subject matter experts, businesses, and communities, etc.) for the purpose of implementing and/or maintaining technology related services and programs.
- Compiles data from a wide variety of sources (e.g. school districts staff, agencies, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Develops liaisons with business sources and school support groups (e.g. San Diego School Districts, SDCOE, other County Offices, etc.) for the purpose of subsidizing the acquisition of new technology by soliciting and obtaining funding, hardware, software, expertise and/or community support.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Evaluates educational technology programs (e.g. vision, needs, plans, trends, models, etc.) for the purpose of providing recommendations for the integration of educational technology into the curriculum.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, enter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Investigates grant opportunities for the purpose of developing instructional staff resources.
- Leads the collaborative development of the school districts technology systems (e.g. Learning Management Systems, Cloud Computing Systems, etc.) for the purpose of ensuring the efficient growth and development of productivity computing for teachers, classified/support staff, district administrators and Board members.
- Leads in the development of and presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, trends, educational learning technology, on-line programs and classes, etc.) for the purpose of providing general information, training others, implementing actions, etc.

- Leads in developing policies and procedures relating to the acquisition and implementation of technology-based solutions (e.g. computers, networking, software, peripherals, etc.) for the purpose of acquiring and integrating technology resources within established timeframes in compliance with related requirements.
- Monitors the allocation of Educational Technology funds (e.g. Income/white budget control and software/IT programs/Applications, etc.) for the purpose of ensuring appropriate resources and technology are available and are effectively utilized in support of SDCOE educational technology requirements and/or recommending proposals relating to technological advances.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in a variety of meetings (e.g. workshops, SDCOE, school district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of reference, presentation, policy and administrative materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, requests and issues; providing audit references, and/or meeting compliance requirements.
- Provides leadership and technical support (e.g. building capacity of staffs across the organization and within school districts, etc.) for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system.
- Researches a wide variety of topics (e.g. policies, current practices, staffing requirements, trends in educational technology, etc.) for the purpose of developing new programs/services that support improved student achievement, ensuring program compliance with established requirements, securing general information and/or responding to requests.
- Responds to issues involving school districts staff, SDCOE< conflicts in policies and regulations, that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Serves as liaison to software/hardware providers (e.g. educational technology, research projects, etc.) for the purpose of conveying and/or receiving information and coordinating with school districts activities, SDCOE,.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard and advanced office equipment

including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures; analyzing budgets; analyzing data; conducting interviews; conducting meetings; counseling and mentoring employees; facilitating meetings; planning agendas/meetings; using pertinent software applications.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent and newly adopted laws, codes, policies, and/or regulations; personnel processes; standard business practices; current generation and emerging programming methodology; networking technologies and operating systems; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; grammar, spelling and punctuation; office application software; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals; and instituting principles of prioritization of assignments is a significant job requirement.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions; communicating with diverse groups; working as part of a team.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience** Job related experience within a specialized field is required.

**Education** Masters degree in job-related area.

**Equivalency**

**Required Testing**

**Certificates**

Administrators Credential  
Valid Driver's License & Evidence of  
Insurability

Continuing Educ./Training

Clearances

Criminal Background Clearance  
Criminal Justice Fingerprint/Background  
Clearance  
Drug Test  
Proof of physical examination including TB  
Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 50

**Personnel Commission Approved: October 19, 2016**