



# SIERRA SANDS Unified School District

113 W. Felspar, Ridgecrest, CA 93555 | Phone: 760-499-1600 | [ssusd.org](http://ssusd.org)

**April Moore, Ed.D., Superintendent**

## PLEASE POST PLEASE POST PLEASE POST

The Sierra Sands Unified School District announces the following vacancies for the **2024-2025** school year.

### **Job #7148**

### **Director of Technology**

225 Day Contract 8 hrs. p/day

Class VI \$106,933 - \$137,513 + \$1,800 MA or \$2,800 PHD

Application Deadline: April 19, 2024

**Brief Description:** Under the direction of the Superintendent or Designee, assists in the planning, organization and administration of the Technology Department. This includes supervision of Technology Department personnel, planning, organizing, coordinating and managing the District's network infrastructure, software applications, and customer service efforts throughout the District.

**Required Qualifications:** Coursework or certifications in the development, use, and implementation of educational technology, technology applications, or technology systems is required. Any combination equivalent to a bachelor's degree in information technology or related discipline. At least three years' experience in general computer maintenance, installation and repair work, network administration, data center operations and software applications development. Experience in K-12 technology and/or education in a related field.

### **Job Description attached.**

**How to Apply:** Classified applications and job descriptions are available in the human resources office at 113 W Felspar Street, Ridgecrest, CA 93555 or [www.ssusd.org](http://www.ssusd.org). Include 3 letters of reference, letter of application and resume with classified application.

4/1/2024  
District/web/Edjoin/Indeed

Sierra Sands Unified School District is an equal opportunity employer that prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical condition, nationality, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

<p>Title IX Coordinator Bryan Auld, Assistant Superintendent of Human Resources Sierra Sands Unified School District 113 W. Felspar Ave., Ridgecrest, CA 93555 Email: <a href="mailto:bauld@ssusd.org">bauld@ssusd.org</a> Phone: (760) 499-1620</p>	<p>District Section 504 Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: <a href="mailto:clowe@ssusd.org">clowe@ssusd.org</a> Phone: (760) 499-1700</p>	<p>ADA/Title II Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: <a href="mailto:clowe@ssusd.org">clowe@ssusd.org</a> Phone: (760) 499-1700</p>
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Board of Education: Mary Campbell Robert Campbell Bill Farris Kurt Rockwell Michael Scott

# SIERRA SANDS UNIFIED SCHOOL DISTRICT

## Job Description – Management

### Director of Technology

**SUPERVISED BY: Superintendent**

**Function:**

Under the direction of the Superintendent or Designee, assists in the planning, organization and administration of the Technology Department. This includes supervision of Technology Department personnel, planning, organizing, coordinating and managing the District's network infrastructure, software applications, and customer service efforts throughout the District.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Supervises technology staff by performing evaluations, determining workloads and schedules, develops, interprets and implements policies and procedures.
- Leads in the planning, development, implementation, and review of all technology services.
- Supervises Technology Department daily operations, processes, procedures, activities, and work schedules.
- Assigns projects or tasks to staff, monitor their progress, and review work products.
- Ensures Technology personnel are properly trained on complex technical activities and are following standard operating procedures.
- Develops and monitors the approved annual operating budgets for information and technology systems.
- Files applications for e-rate funding and all technology related grants and monitors related budgets.
- Keeps current on trends and research in technology.
- Evaluates the effective use of technology throughout the District.
- Assigns projects or tasks to staff, monitors their progress, and reviews work products.
- Evaluates the effective use of technology throughout the District.
- Assures the integration of education technologies and other instructional materials and processes into the District's curriculum and instructional practices.
- Develops guidelines, evaluates instructional and administrative hardware and software, and makes recommendations for acquisition and District standards.
- Shares with staff instructional strategies utilizing educational technology.
- Keeps current on trends and research in technology.
- Establishes procedures to ensure contracted technology services and equipment will conform to the established standards.
- Reviews and recommends purchases of computers, telecommunications, audio-visual, multimedia, and technological equipment to support curriculum and instruction and administration.

## Director of Technology (continued)

### MAJOR DUTIES AND RESPONSIBILITIES (continued):

- Monitors the implementation of technology-related contracts with Kern County Superintendent of Schools Office and other public agencies.
- Provides assistance to sites regarding on-line communications and manages, monitors, and updates user accounts.
- Helps prepare, develop, coordinate, and enforce District Policy related to technology, information services, and/or technology systems.
- Ensures compliance with software licensing requirements and supervises compliance with District hardware and software security procedures.
- Performs other duties as assigned.

### LICENSE OR CERTIFICATE REQUIRED:

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Microsoft, Cisco, or equivalent certification highly desirable.

### OTHER DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned.

### SUPERVISION EXERCISED OR RECEIVED:

- Under the immediate supervision of the Superintendent. Responsible for the direct supervision of all other members of the Technology Department.

### MINIMUM QUALIFICATIONS:

#### Education:

- Coursework or certifications in the development, use, and implementation of educational technology, technology applications, or technology systems is required. A Bachelor's degree in information technology, or related field is highly desired.

#### Experience:

- At least three (3) years' experience in general computer maintenance, installation and repair work, network administration, data center operations, or software application development.
- Experience in K-12 technology and/or education in a related field.

#### Licenses and other Requirements:

- Valid California driver's license

#### Knowledge and Skills:

- Principles of administration, supervision, management, training, safety and security.
- Knowledge of methodologies, practices, and equipment used in all areas of technology.

- Design, management, and operation of LAN/WLAN network infrastructure, voice/data systems, safety and security systems, and desktop/mobile hardware and software.
- Providing leadership and positively encouraging assigned staff to perform at a high level.
- State, local and federal laws, rules and regulations related to K-12 technology.

Ability to:

- Forecast and monitor technology usage relative to infrastructure loads and related band-width capacities.
- Analyze problems, develop sound problem-solving models, and arrive at sound solutions.
- Explain complex technical issues to non-technical staff.
- Supervise a team of IT professionals.
- Plan and organize tasks, meet deadlines, set priorities, and monitor progress.
- Demonstrate excellent communication and interpersonal skills.
- Demonstrate appropriate personnel supervision skills.

**WORKING CONDITIONS:**

Work Environment:

- Office working environment subject to long periods of standing, walking, bending, crouching, and may include period of working in outdoor spaces, pushing/pulling and lifting supplies and technical equipment, kneeling to access files from ground level to 4.5 feet above the ground, pushing/pulling of file drawers, reaching in all directions, and working at a computer and/or telephone for prolonged periods of time.
- Occasional exposure to varying weather conditions.
- Subject to driving a vehicle to conduct work.

Physical Demands:

- The ability to perform light work that involves sitting a major portion of the time.
- The ability to walk and stand for periods of time.
- This position requires accurate distinguishing of sound, near and far vision, depth perception, working with employment records and electronic devices, and providing and receiving oral information and direction.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the position.

**Board Adoption: 3/7/2024**