

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title: **Director of Information, Technology Assessment Systems**
Salary: Classified Senior Executive Director, Grade 9
Reports to: Associate Superintendent, Business Services

SUMMARY:

The Director of Information, Technology Assessment Systems plans organizes, directs and coordinates activities related to student and district information systems, educational technology integration within all instructional programs, support services and departments in the District. In addition, the Director of Information, Technology Assessment Systems develops and monitors all assessment programs and services for the purpose of using data and outcomes to evaluate program effectiveness. Provides leadership, planning, budget control and evaluation.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Manages a broad variety of information systems integration, performs research, supervises the implementation of the student information system and related databases and warehousing software.
2. Provides ongoing training and support for district staff in using information systems to enhance their productivity, accuracy and quality of service.
3. Responsible for oversight and submission of all data-related state and federal reports, working collaboratively with all departments to collect and store student, staff and district information (Examples: CALPADS, R-30, assessment pre-identifications and reporting's, Consolidated Application (CARS), SARCs)
4. Manage and support data extracts and data reporting
5. Ensures security and maintenance of cumulative and other records pertinent to the operation of programs
6. Analyzes forms, records and processes and make recommendations to convert manual systems to automatic systems
7. Prepares customized reports, diagnostics assessment tools and use practical procedures for data collection
8. Coordinates educational technological services and plans, including the District's Technology Master Plan.
9. Assesses the District's learning, electronic communications, information systems and technology needs, and coordinate the establishment of District's technology priorities.
10. Assist with master schedule set-up
11. Responsible for responding to after hour calls related to urgent technology matters inclusive of responding to district alarm notifications and requests.
12. Manage alarm systems software and codes
13. Support with and manage Escape user permission

14. Oversee automation, users, and permissions of all software
15. Incorporates current and emerging technologies in short range and long-range plans to integrate and redesign or modify existing systems, including information management, electronic communication (email, website) and instructional technology programs.
16. Seeks partnerships and funding to support the technology program
17. Monitors district and school wide compliance issues as they relate to the district's information systems, technology, assessment and program evaluation requirements
18. Visits classes and school sites on a regular basis to monitor student information and technology program effectiveness and assist as needed
19. Plans, directs, and coordinates programs for parents and community organizations to increase support of technology, electronic communication tools (website, parent portal) and assessments programs.
20. Plans, coordinates and administers all assessment and program evaluation activities throughout the District.
21. Directs, coordinates, and conducts in-service programs for district certificated and classified staff to improve their effectiveness in entering assessments and using digital equipment
22. Collaborates with staff to implement assessments programs, updates and maintains assessments within the Student Information System
23. Assists in planning and managing assessment calendar so that it aligns with the pacing guide at every level, assures on-time implementation and monitors system to assure data is entered correctly and efficiently
24. Coordinates and informs district employees of program evaluation results
25. Assists in data collection to provide evidence for monitoring of all local, state, and federally funded programs and provides technical assistance to school sites in preparation of data reporting and analysis
26. Prepares and delivers oral and written reports, recommendations and presentations to the Board, committees, parents, and others regarding information, technology, assessment or program evaluation.
27. Supervises the requisition of equipment and supplies for technology and maintain inventory control
28. Acts as a liaison between the district, the Monterey County Office of Education and the California Department of Education through attendance at designated Specialist meetings, other subcommittees, and trainings
29. Assures that all functions are consistent with applicable state and federal regulations, policies and programs, and the district's educational goals, objectives and policies
30. Prepares and deliver oral and written reports, recommendations, and presentations to the Board, committees, parents, and others regarding categorical program matters
31. Manages and administers all technological aspects to ensure proper connectivity for remote and in-person Board meetings
32. Performs other related duties within the scope and intent of the position.

OTHER RELATED DUTIES:

1. Keep informed of current laws, regulations, and trends related to data/information systems, educational technology, assessment programs and

- program evaluation requirements, by attending meetings, conferences and workshops, and by reading current professional publications.
2. Keep the administration informed of trends and changes.
 3. Participate in available training to meet new safety and/or technology standards

QUALIFICATIONS

1. Bachelor's degree in the technical field or equivalent work experience: master's degree preferred
2. Administrative or management experience required.
3. School district administrative experience preferred.
4. Understanding of basic computer programming languages, data base management systems, information systems and computer software applications relative to record keeping and other office functions.
5. Experience with student information systems and working knowledge of security and internal control procedures related to pupil records and the student privacy act.
6. Understanding of various state assessment programs, related data reporting and administration requirements
7. Knowledge of program evaluation components to measure and evaluate program effectiveness using a variety of data sources.
8. Understanding of current trends in technology and other support tools for educational programs and settings
9. Understanding of principals and practices of leadership, management, supervision and training.
10. Knowledge of budget development and control.
11. Experience in grant writing/application process and reporting requirements.
12. Ability to be trained and acquire proficiency in a short period of time.

PHYSICAL REQUIREMENTS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation; physical mobility sufficient to move about the work environment (office, district), drive an automobile and respond to emergency situations; physical strength sufficient to lift 20 pounds alone and more with a two-person lift; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: October 18, 2012

Board Approved Revision: January 27, 2022