Assistant Director of Information Tecnology
Classified Position - 7503

Salary	Days	Reports to:
Per Salary Schedule	260	Chief Information Officer

SCOPE OF RESPONSIBILITIES
Plan, direct and control the development of software applications and the evaluation, purchase and installations of third-party software; interact with school administrators, district management, and state personnel in determining software needs and computer services priorities and implementation schedules; assist in departmental long and short-range planning to meet department and district goals and objectives.

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS
- Manage and plan district technology operations and infrastructure.
- Plan, direct and control the development and implementation of software applications and the evaluation, purchase and installation of third-party software; provide life-cycle management of software applications.
- Assist the department head in managing department activities; assist in departmental long and short-range planning to meet department and district goals and objectives.
- Interact with school administrators, district management, and state personnel in determining software needs and computer services priorities and implementation schedules; allocate resources to meet school and district goals and objects.
- Assist in determining personnel and equipment needs to meet district goals.
- Provide leadership in the development and protection of district software assets.
- Coordinate efforts and areas of responsibility with other departmental and district personnel
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Networking standards and protocols
- District and school technology-based systems (A/V, networking, VOIP, intercom, cloud platforms)
- Developments and trends in information processing, information and text processing systems, and their application to education, data communications systems, research methods, techniques, and statistics.
- Systems analysis techniques and methods.
- Advanced concepts and elements of programming.
- Advanced principles of computer technology.
- Third-party software application sources and evaluation techniques.
- Research methods and report writing techniques.
- District organization, operations, policies, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Technical aspects of field of specialty.

ABILITY TO:
- Plan, direct, and control the development of software applications and the evaluation, purchase, and installation of third-party software.
- Interact with school administrators, district management, and state personnel in determining software needs and computer services priorities and implementation schedules.
- Assist in departmental long and short-range planning to meet department and district goals and objectives.
- Analyze situations accurately and adopt an effective course of action.

- Communicate data processing procedures and requirements to users.
- Provide technical assistance to district computer systems users.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Assign and review the work of others.
- Maintain current knowledge of technological advances in the field.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelor's degree in computer information science or related field and five years increasingly responsible experience in information processing systems, analysis, and programming, including at least two years in a supervisory capacity.