

ASSISTANT DIRECTOR INNOVATION AND INSTRUCTIONAL SUPPORT

JOB SUMMARY

Under general direction of the Assistant Superintendent of Innovation and Instructional Support, performs critical professional and technical tasks in the design, installation and maintenance of network operating systems for the District; acts as the primary technical management point of contact for information systems used in the District and supervises and reviews the work of the network implementation and support section.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from other Innovation and Instructional Support staff by the incumbent's overall responsibility for network support and administrative responsibility for the projects, staff and other resources as assigned to this position.

EXAMPLES OF DUTIES – Duties include, but are not limited to, the following:

- Defines and recommends network standards including protocols, equipment, and wiring standards;
- Coordinates the design specifications and components for data storage and communication technologies
- Identifies, recommends and applies software solutions to information processing problems;
- Defines network access rights by employee roles and administers email security policies based on employee needs and roles;
- Develops, implements and maintains policies for spam email filtering, selection and maintenance;
- Defines and implements systems to handle District email, including load balancing on servers, ensuring system security and maintaining appropriate logging operations;
- Coordinates, creates and maintains one-to-one laptop imaging, inventory and student assignment systems;
- Administers, researches and implements security systems using certificates from acknowledged certificate authorities;
- Acts as technical contact for law enforcement (police, FBI) regarding child abduction, and computer forensics and responds to parent concerns regarding technology issues like internet security and content;
- Coordinates and implements content-based filtering and web caching solutions for internet web access;
- Integrates employee data management systems with other information processing applications in the District and with the county office;
- Integrates student data management systems like PowerSchool with other information processing applications in the District;
- Presents information to the Board of Trustees and other bodies as needed;
- Plans, organizes, directs and evaluates the performance of assigned staff.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education, and experience that demonstrates the applicant likely to possess the required knowledge, skill, and ability to perform the job duties:

Education: Graduation from a college or university with a B.A. Degree is preferred.

Experience: Five (5) years of progressively responsible experience that provides some combination of education, training and experience that produces the requisite knowledge and ability including experience with Unix, Macintosh and Window servers and managing directory services systems, networks and network security.

Knowledge of:

- Network architectures and theory and principles of local and wide area enterprise network design and integration;
- Principles and practices of advanced network administration;
- Industry design and configuration standards for enterprise networks, including hardware, network protocols and network operating systems;

- Network management systems, including principles and practices of security management and security design;
- Operating principles, parameters, uses, capabilities, characteristics and limitations of servers and network operating systems.

Ability to:

- Assist in the planning, organization, integration and supervision of an information systems section; analyze complex computer system and network issues, identify the reasons for network and network device problems, failures and malfunctions and develop solutions;
- Develop and recommend cost-effective technical system improvements. Preserve the confidentiality of all proprietary and confidential data and information in accordance with Departmental and District policy and state and federal law;
- Develop, implement and effectively manage procedures and processes, including maintenance of schedules and timetables and preparation of reports on project status;
- Complete continuing projects while troubleshooting unexpected system problems
- Interface with technical support personnel and District staff;
- Maintain harmonious working relations with school officials and other employees, students and the public;
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Maintain insurability to drive a personal vehicle on the job;
- Write reports, business correspondence, and procedure manuals;
- Communicate clearly and concisely, both orally and in writing.

License: Possession of a valid Class C California Driver's License.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this computer management category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption. The employee must be able to meet deadlines with severe time constraints. These positions may also be high volume positions and works without direct and/or constant supervision. Although the employee in these positions works mainly indoors, they may be required to work outdoors with exposure to seasonal weather conditions. The employee may be required to work at varying heights and in restrictive areas. Employees provided with individual work vehicles must be able to drive a vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be loud.

Physical Demands: The physical demands of this position include sitting for extended periods of time, frequent standing and the use of hands and fingers to handle and to operate keyboards and specialized diagnostic repair tools and equipment. The employee frequently is required to reach with hands and arm and must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. Lifting, pushing or pulling of objects generally not exceeding fifty pounds may also be required. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect District equipment. The employee must be able to hear and speak to receive and exchange information. Regular physical attendance at work is an essential requirement of this job classification.

Hazards: Electrical power supply and high voltage. Working in a cramped or restrictive work chamber. Working on ladders or at heights. Occasional exposure to cleaning fluids.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Assistant Director Innovation and Instructional Support	
Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	06/01/06
Revised by the Personnel Commission:	05/28/20