

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III - TECHNOLOGY PROGRAMS & INSTRUCTIONAL SUPPORT

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, plans, organizes, controls and directs the vision, operations and activities for the Technology Programs and Instructional Support Department; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the vision, operations and activities for the Technology Programs and Instructional Support Department including educational technology, web applications and development, program support advisors and technology training; assures compliance with established goals, policies and procedures.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Provides technical expertise, information and assistance to the Chief Technology Officer regarding Department direction and status; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Develops and implements marketing strategies; markets programs and products to other county offices or regions throughout the State.

Develops and prepares the annual preliminary budgets for the education technology, application support and web development; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; prepares and administers grants.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services.

Develops strategic partnerships with business leaders; communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; provides information and research regarding online and remote learning; communicates with others to determine needs, approve projects and coordinate related services and programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; negotiates and maintains contracts.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; represents the County Office to outside public and private agencies; participates on assigned committees and teams.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Technology Programs and Instructional Support Department.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Online learning research base.

Grant and budget preparation and management.

Educational technology applications, software and training techniques.

Web applications and development techniques.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the vision, operations and activities for the Technology Programs and Instructional Support Department.

Direct and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in computer science, business administration, educational administration or related field and eight (8) years increasingly responsible experience in the administration of technology programs and instructional support activities including, five (5) years supervisory experience in technology.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

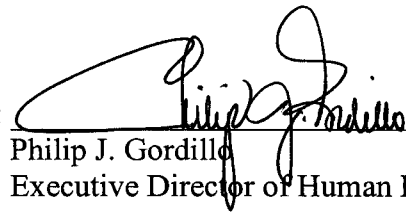
PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials.

Approved:


Philip J. Gordillo
Executive Director of Human Resources

7/01/2011
Date