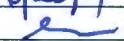





OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

June 25, 2014

<b>Legislative File</b>	
File ID Number:	14-1270
Introduction Date:	06/25/14
Enactment Number:	14-1230
Enactment Date:	6/25/14
By:	

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent   
Vernon Hal, Deputy Superintendent, Business and Operations   
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support 

SUBJECT: Creation/Revision of Director, Technology, and Manager, Site Technology Positions— Technology Services Department

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1314-1135—for the Creation of Director, Technology, and Revision of Manager, Site Technology—Technology Services Department.

**DISCUSSION**

As part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, Human Resources Services and Support is presenting two new job classifications needed by the Technology Services Department.

**Technology Services**

**Create**

Position Title/FTE

Director, Technology,  
Technology Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 21: \$87,536.23 - \$111,725.55

12 months, 261 days, 7.5 hours or duty days and hours as assigned

**Funding**

General Purpose,  
0000-986

**Revise**

Position Title/FTE

Manager, Site Technology,  
Technology Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 14: \$68,947.61 - \$87,996.12

12 months, 261 days, 7.5 hours or duty days and hours as assigned

**Funding**

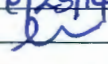
General Purpose,  
0000-986

**BUDGET IMPACT**

These positions are funded by General Purpose monies as part of the Technology Services' budget allocation.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1314-1135—for the Creation of Director, Technology, and Revision of Manager, Site Technology—Technology Services Department.

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**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1314-1135**

- Technology Services Department -

**Create**

- Director, Technology, and Manager, Site Technology -

**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

**WHEREAS**, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

**WHEREAS**, the position aligns with the District's priority of a Full Service Community School District and to enhance servicing our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby creates Director, Technology, and revises Manager, Site Technology—Technology Services Department, attached hereto, and confirms said position's placement on the salary schedule/ranges, as stated herein, effective 12:01 a.m., June 26, 2014, as follows:

**Technology Services**

**Create**

Position Title/FTE

Director, Technology,  
Technology Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 21: \$87,536.23 - \$111,725.55

12 months, 261 days, 7.5 hours or duty days and hours as assigned

**Funding**

General Purpose,  
0000-986

**Revise**

Position Title/FTE

Manager, Site Technology,  
Technology Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 14: \$68,947.61 - \$87,996.12

12 months, 261 days, 7.5 hours or duty days and hours as assigned

**Funding**

General Purpose,  
0000-986

**BUDGET IMPACT**

These positions are funded by General Purpose monies as part of the Technology Services' budget allocation.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1314-1135—for the Creation of Director, Technology, and Revision of Manager, Site Technology—Technology Services Department, and,

**BE IT FURTHER RESOLVED,** that the Board authorizes 2.0 FTE for the positions, as so stated above.

Passed by the following vote:

AYES: Jody London, Jumoke Hinton Hodge, Anne C Washington, Christopher Dobbins, Vice President  
James Harris, President David Kakishiba

NOES: None

ABSTAINED: None

ABSENT: Roseann Torres

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held June 25, 2014.

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**OAKLAND UNIFIED SCHOOL DISTRICT**




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David Kakishiba  
President, Board of Education




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Dr. Gary Yee  
Acting Superintendent and Secretary, Board of Education



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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Director, Technology</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Technology Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: June 2014</b>	<b>SALARY GRADE:</b>	<b>CFCA 21</b>

**BASIC FUNCTION:** Coordinate, implement and manage the District's technology programs (Instructional Technology programs, etc...) and strategic technology projects. Lead the department's major cross-functional and interdepartmental projects. Work with the Chief Technology Officer/Information Technology Officer (CTO/ITO) to direct the day-to-day operations of the information services function.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

### ESSENTIAL FUNCTIONS

Work with CTO/ITO to plan, organize, control, and direct the day-to-day operations of the Technology Services Department in the areas of education and administrative technology, network support, applications management, customer support workflow monitoring, and productivity assessment.

Provide project leadership in anticipating and developing appropriate and innovative plans to major initiatives involving the District's technology services program.

Develop, implement, and update internal information services procedures and processes to assure smooth and efficient delivery of services and compliance with laws, policies, and regulations.

Oversee planning and implementation of all business information systems, such as student management system, financial management system, human resources management system, facilities management system, inventory management system, textbook and library management systems, and internal communications.

Plan, organize, direct and coordinate activities related to computer network.

Develop and update the District's Information Technology Plan providing a framework for application development, standardization, and prioritization of projects, purchasing guidelines, and the use of technology.

Develop and oversee a Strategic Technology Projects Office (PMO) focused on providing technology support for OUSD's extensive reform efforts.

Communicate with other administrators, District personnel, and members of the public to coordinate activities, resolve issues, and exchange information.

Compose reports and correspondence covering a wide variety of information services, strategic planning, and

telecommunications matters; write and design Information Services manuals and other printed matter as required.

Work in tight collaboration with Facilities Management to insure smooth coordination between voice and data infrastructure.

Work closely with fellow directors in Infrastructure, Applications, and Customer Support to provide leadership at the team, District, and stakeholder levels.

Develop and maintain internal management processes that insure that customers are being supported effectively with strong inter-departmental coordination.

Present reports to the Board of Education and its committees as needed.

Serve as the CTO/ITO in the absence of the CTO/ITO; represent the CTO/ITO, when absent, at meetings and on committees.

Participate as needed in appropriate labor negotiations.

Hire, supervise, train and evaluate assigned personnel.

Provide cross-training to other staff members within the department.

Attend professional development workshops, training sessions, and professional association meetings and conferences related to information technology to stay current with state-of-the-art methods and practices.

Attend department and other meetings as required.

Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college). A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Five years executive or administrative experience that included responsibility for management of multiple simultaneous projects

Master's degree preferred

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

#### **KNOWLEDGE AND ABILITIES**

##### **KNOWLEDGE OF:**

Developing, designing, recommending, and implementing and assessing strategic plans and policies

Infrastructure and performance standards for all aspects of the IT system

Data-related industry standards (e.g., SIF and SCORM) and of governmental mandates (e.g., ESEA/NCLB, CALPADS, IDEA) with information reporting requirements

Current technological developments/trends in network systems, multi-media technology, PC technology, telephony and instructional media

Current and developing information services requirements of a major public sector organization

Research on best practices for use of instructional technology to increase student achievement and increase staff productivity

Principles and practices of project management, administration and evaluation, database management and systems applications

Effective staff management and evaluation

Financial /business analysis techniques



Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

Planning, organization and coordination needed for assigned program

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff

Correct English usage, grammar, spelling, vocabulary and punctuation

Presentation, communication, and public speaking techniques

**ABILITY TO:**

Develop requests for and evaluate proposals in reference to leading-edge information services technology

Analyze strategic direction of District plan for technology; provide solutions and future direction in support of plan and District goals and objectives

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Develop creative solutions to technology in spite of minimal resources

Work collaborate with others in IT to support IT goals and objects

Initiate and direct technical projects in support of strategic and operational goals

Coordinate and integrate information technology systems development, enhancement and modifications from an overall information services perspective

Provide strategic guidance and counsel to Administration in the assessment and development of existing and/or proposed systems

Train, supervise and evaluate personnel

Direct and lead multi-department technical and administrative staff

Foster a cooperative work environment

Establish and maintain effective working relationships among diverse groups of students, parents, District staff and the community across race, ethnicity, religion, gender, class, and sexuality

Demonstrate effective written and oral communication skills, including content communication, conciseness, grammar and usage

Accurately maintain records and prepare reports related to assigned activities

Understand and follow oral and written directions

Organize resources and establish priorities

Plan and organize work to meet schedules and timelines

Organize, coordinate, and prioritize a large volume of activities, programs and services

Work confidentially and with discretion

Work independently

Complete work accurately and as directed despite frequent interruptions

Understand school organization, policy, and culture

Understand the change process and effective approaches to facilitating change

**WORKING CONDITIONS**

**ENVIRONMENT:**

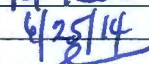
Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Manager, Site Technology</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Technology Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Revised: June 2007 Revised: June 2014</b>	<b>SALARY GRADE:</b>	<b>ADCL 14</b>

**BASIC FUNCTION:** Under minimum supervision, manage a group of site technicians who support end-users at school sites. Perform analytical, highly complex tasks in support of the District's technology functions; provide leadership and direction to users and maintenance to various district systems hardware and software applications; provide leadership and direction regarding instructional or business system applications; assist in the creation of end-user computing policies, procedures and standards.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

### ESSENTIAL FUNCTIONS

Work with assigned supervisor to plan, organize, control, and direct the day-to-day operations of school site technology in the areas of education and administrative technology, network support, applications management, customer support workflow monitoring, and productivity assessment; supervise and evaluate the performance of assigned personnel.

Perform analytical, highly complex tasks in support of District's technology functions, and strategic goals and objectives.

Provide technical leadership in developing appropriate and innovative technology standards including standard images, naming conventions, practices and procedures.

Develop, implement, and practices and procedures working closely with site technicians.

Create communications standards to ensure that sites know the practices and procedures.

Plan, organize, direct and coordinate activities related to site computer wired and wireless network.

Manage and work closely with network technicians to ensure network is optimized for all school sites.

Hire, supervise, train and evaluate assigned personnel.

Provide cross-training to other staff members within the department.

Provide professional development opportunities to Computer Technicians.

Attend professional development workshops, training sessions, and professional association meetings and conferences related to information technology to stay current with state-of-the-art methods and practices.

Attend department and other meetings as required.



Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Computer Sciences, Information Systems or other Technical professional training. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Three years experience in troubleshooting hardware and software in a multi-user, multi-OS environment

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

The following Operating System's (OS): MS-Dos, Windows 95, 98, NT v4.0, 2000pro, XP and Apple version 8X or higher.

Various application suites for the Microsoft Windows and Macintosh environments including Web access and use applications.

Microsoft Networking concepts

Capabilities and limitations of personal computer hardware and software

Technical aspects of field of specialty

Record-keeping techniques

Diagnostic techniques

Inventory methods and practices

Effective staff management and evaluation

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

Planning, organization and coordination needed for assigned program

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff

Correct English usage, grammar, spelling, and punctuation

**ABILITY TO:**

Schedule and coordinate workload

Work without direct supervision

Meet commitments and due dates

Work well under pressure

Communicate well both orally and in writing

Understands LAN related problems within area of expertise

Troubleshoot hardware and software and support MAC and PC

Train, supervise and evaluate personnel

Foster a cooperative work environment

Establish and maintain effective working relationships among diverse groups of students, parents, District staff and the community across race, ethnicity, religion, gender, class, and sexuality

Effectively present information to Oakland Unified School District customers and top management

Actively participate in meetings

Work as a team member

Work with internal and external customers

Complete work accurately and as directed despite frequent interruptions

Understand school organization, policy, and culture

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

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