



Oakley Union Elementary School District

POSITION DESCRIPTION

Job Title:	Director, Technology, Data, and Assessment	Work Year:	215	Reports to:	Deputy Superintendent of Learning Support Services
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Primary Function

The Director of Technology, Data, and Assessment is responsible for the strategic leadership, coordination, integration, and implementation of the District's educational technology, assessment, and data systems in order to improve teaching, learning, and operational effectiveness. The position ensures effective planning, implementation, and monitoring of local, state, and federal assessments; oversees district data governance and reporting; and leads the integration of educational technology and innovative practices that support student achievement. The Director provides leadership for districtwide technology infrastructure, data compliance, and accuracy, collaborates and communicates with district and site leadership to promote the effective use of technology and data with the goal of supporting instruction, program evaluation, and strategic decision-making.

Essential Job Functions

- ❖ Direct and coordinate the development, implementation, and maintenance of district technology infrastructure, including local and wide area networks, to ensure the district maintains a safe, secure, and fully operable network and data environment.
- ❖ Provide leadership for short- and long-range planning for district technology, data, and digital learning initiatives including vision, goals, infrastructure, staffing, professional development, evaluation, and budgeting.
- ❖ Ensure compliance with district policies, data security practices, and applicable technology regulations.
- ❖ Coordinate district-wide implementation and ongoing support of instructional technology platforms, data systems, and digital learning resources, both existing and emerging, to improve instructional practices and operational effectiveness.
- ❖ Develop, implement, and maintain systems for technology procurement and contract management, asset management, and inventory of district technology resources.
- ❖ Manage, facilitate, and coordinate the implementation, monitoring, and evaluation of all local, state, and federal assessments to support student learning and instructional effectiveness.
- ❖ Coordinate districtwide implementation of student information systems and assessment platforms.
- ❖ Develop effective communication systems with vendors, district personnel, and school leadership to support technology and data initiatives.
- ❖ Oversee the collection, maintenance, and analysis of student data for district, county, state, and federal reporting requirements, including the Local Control and Accountability Plan (LCAP).
- ❖ Develop and present student data reports and dashboards to support instructional planning, student progress monitoring, and program evaluation.
- ❖ Respond to inquiries from staff, parents, and community members regarding technology, assessment programs, and data practices.

- ❖ Collaborate with staff, site leadership, and departments to analyze district data, identify trends and areas of need, and ensure technology solutions align with instructional priorities and support student achievement.
- ❖ Research, compile, and disseminate information related to assessment procedures, data systems, and program requirements.
- ❖ Develop, maintain, and oversee all documentation related to Department budget, technology grants, purchases, inventories, and expenditures.
- ❖ Serve as liaison between the district, county office of education, and state agencies for matters related to technology systems, assessment programs, and data reporting.
- ❖ Coordinate and provide professional development, training, and ongoing support to district and site staff regarding assessment implementation, data analysis, and the effective use of educational technology.
- ❖ Direct, coordinate, supervise, and evaluate the work of assigned personnel.
- ❖ Assist other district personnel as necessary to support program implementation and departmental operations.
- ❖ Attend district meetings, family engagement events, trainings, and other district activities as assigned.
- ❖ Perform other duties as assigned in support of district goals and initiatives.

Education and Experience:

Successful teaching and/or administrative experience with increasing levels of responsibility in a school and/or district setting, supported by satisfactory evaluations and/or demonstrated equivalent leadership experience in information technology, data systems, or enterprise infrastructure within an educational and/or comparable organization.

Experience in designing, implementing, and/or managing technology infrastructure, including network systems, cloud-based platforms, cybersecurity practices, and enterprise applications.

A valid California teaching and administrative credential is required or eligibility to obtain appropriate credentialing.

A bachelor's degree in education, information technology, computer science, information systems, or a related field is required and/or equivalent professional experience; a master's degree is preferred and/or evidence of advanced training (CTC credential), industry certifications (e.g., networking, cybersecurity, cloud systems), or specialized expertise in technology infrastructure and systems integration.

Candidates may be required to complete a performance-based task and/or technical exercise demonstrating their ability to evaluate current technology infrastructure, propose system integration solutions (e.g., SIS, CALPADS, SEIS, network systems), and/or develop a strategic plan to improve reliability, security, and alignment of technology systems to organizational goals.

Skills, Knowledge, and/or Abilities Required:

Skills in exemplary leadership and strong management; excellent written and verbal communication; developing and executing long-term plans that align infrastructure, systems, and practices with district priorities focused on student achievement.

Knowledge of educational technology platforms, tools, and systems; district data systems and assessment practices; and technology infrastructure.

Abilities to oversee educational technology initiatives, as well as data and assessment projects; apply knowledge to enhance teaching and learning; effectively supervise and evaluate staff; provide direction

to others and make independent judgments; keep and maintain accurate records, meet deadlines, and communicate with individuals of varied cultural and educational backgrounds.

Licenses, Certifications:

Criminal Justice Fingerprint Clearance, Valid teaching and administrative Credential, Valid Driver's License. Technology certifications/authorizations desired.

ADA Requirements:

Must be able to stand, walk, sit, lift up to 20 pounds (i.e., books, binders, files, etc.) bend, twist, reach, stretch, pull, drag, and grasp objects. Sit for prolonged periods. Significant physical abilities include reaching/handling/ fingering, talking/hearing conversations and other sounds, and visual acuity/depth perception/visual accommodation.