Job Description

POSITION TITLE:	**Division Director** **CodeStack** **Office of the Superintendent**	**#6021**
SALARY PLACEMENT:	**Administrative Council Salary Schedule** **Range II**	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:
Possess a Bachelor's Degree or higher and five years of educational administration experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:
Possess a Master's Degree or higher with a concentration in computer-related technology. Technology solution sales and marketing experience. Possess a deep and broad understanding of technology from programming, databases and system architecture to project management, hardware, and data centers. Previous work experience in writing technical proposals and contract negotiation.

KNOWLEDGE, SKILLS, AND ABILITIES:
Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee multi-million dollar budgets. Ability to write and prepare elaborate proposals, contracts, and scopes of work. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of system design and management, including, but not limited to requirements gathering, scope analysis, cost analysis, developing milestones, timelines, system documentation, testing, implementation, training, and support among others. Knowledge of a System Development Life Cycle (SDLC). Knowledge of student data management systems and experience working with public education. Knowledge of large data-driven web and software application. Ability to manage data center (i.e. facility, equipment, hardware, security, connectivity, disaster recovery, etc.) Knowledge of formulating cost analysis, quotes, and timelines/milestones to customers. Knowledge of conducting sales presentations, demonstrations, market analysis, and developing creative and strategic marketing plans. Full understanding of object-oriented programming and system architecture and design. Knowledge of SCRUM and Agile methodologies.

DISTINGUISHING CHARACTERISTICS:
The Division Director represents Range II on the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

SUMMARY OF POSITION:
Under the direction of the Superintendent of Schools, the CodeStack Division Director is responsible for acquiring contracts to provide technology services to public education agencies. Develop concepts, designs, and deployment of

new innovative systems and services. Research and evaluate new technologies, trends, and best practices. Write and prepare elaborate proposals, contracts, and scopes of work. Participate in contract negotiations. Prepare and formulate cost analysis, quotes, and timelines/milestones to customers. Conduct sales presentations and demonstrations. Conduct market analysis and develop creative and strategic marketing plans. Manage several data management systems in considerably large and diverse user environment within a broad framework of standards, policies and procedures, utilizing current techniques and methodologies. Manage and oversee multi-million dollar budgets. Manage, supervise, lead, and evaluate department staff.

ESSENTIAL FUNCTIONS:
Essential functions may include, but are not limited to the following:
1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Manage data center.
14. Formulate cost analysis, quotes, and timelines/milestones to customers.
15. Conduct sales presentation, demonstrations, market analysis, and develop creative and strategic marketing plans.
16. Develop concepts, designs, and deployment of new innovative systems and services.
17. Research and evaluate technologies, trends, and best practices.
18. Performs other related duties as required.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees may be required to work outside of normal workdays and office hours for emergency situations, troubleshooting, critical demand periods, scheduled vacations or to meet installation deadlines.

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