

DACUM Research Chart for School Technology Director/Manager

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Purpose:

*Develop, implement and manage
technology services in support of
educational and administrative systems.*

Produced for

G R O S S M O N T
C O L L E G E



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By



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Duties		Tasks									
A	Provide Technology Leadership	A-1 Develop Technology Vision	A-2 Assess Technology Needs	A-3 Involve Stakeholder Groups	A-4 Develop Strategic Technology Plan	A-5 Investigate Future Technology Trends	A-6 Assist Sites with Technology Planning	A-7 Design Sustainability Models	A-8 Initiate State / Regional / Local Partnerships	A-9 Advise on the Use of Technology	A-10 Develop Vendor Partnerships
		A-11 Collaborate on Joint Projects									
B	Manage Technology Systems	B-1 Manage LAN /WAN Infrastructure	B-2 Manage Support of Student Information Systems	B-3 Manage Support of Financial Systems	B-4 Manage Support of HR Systems	B-5 Manage Support of Library System	B-6 Manage Support of Other Systems (e.g. Food Services, Transportation)	B-7 Manage Content Delivery Systems (e.g. Video, WebCT)	B-8 Design Disaster Recovery Models	B-9 Research Infrastructure Design	B-10 Establish Infrastructure Specifications
		B-11 Evaluate Infrastructure Performance	B-12 Design System Security	B-13 Evaluate System Security Implementation	B-14 Manage Help Desk Support	B-15 Manage Filtering Implementation	B-16 Manage Application Development	B-17 Manage Web Development			
C	Manage Curriculum Integration	C-1 Collaborate with Curriculum Specialists	C-2 Align Technology Use with State / District Standards	C-3 Establish Grade-Level Student Technology Standards	C-4 Promote Technology Integration by Teacher	C-5 Research/Pilot New Classroom Uses	C-6 Develop Software Standards	C-7 Develop Hardware Standards	C-8 Mange Support of Classroom Applications	C-9 Manage Support of ILS (e.g., AR, Plato)	
D	Manage Grants & State/Federal Programs	D-1 Investigate Technology Programs / Grants	D-2 Prepare Bid Specifications	D-3 Complete Discount Program Applications (e.g. Erate, DAS)	D-4 Respond to Discount Program Inquiries	D-5 Manage Discount Program Implementation	D-6 Compile Reports	D-7 Prepare Grant Applications	D-8 Manage Grant Implementation	D-9 Evaluate Program Outcomes	D-10 Complete Mandated Surveys (e.g. CBEDS, STS)
		D-11 Coordinate Data Collection	D-12 Assist Sites with Grant Writing	D-13 Assist Sites with Survey Completion							
E	Manage Technology Staff	E-1 Design Staff Development Plan for Staff	E-2 Conduct Team Meetings	E-3 Recruit / Interview New Staff	E-4 Encourage Positive Staff Morale	E-5 Mentor Staff	E-6 Perform Staff Evaluations	E-7 Document Performance Deficiencies	E-8 Determine Staff Workload	E-9 Facilitate Conflict Resolution	E-10 Manage Daily Operations
F	Manage Technology Budgets	F-1 Forecast Budget Needs	F-2 Develop Budgets	F-3 Monitor / Adjust Budgets	F-4 Review Purchasing Contracts (e.g. CMAS, CalNET)	F-5 Approve Technology Purchases	F-6 Advise Sites / Departments on Purchases	F-7 Coordinate Multiple Funding Sources			
G	Manage Technology Professional Development	G-1 Align Training to State / District Standards	G-2 Develop Scope and Sequence for Training	G-3 Manage Classroom Integration Training	G-4 Manage Application Training	G-5 Manage Systems Training (e.g. SIS, Financial)	G-6 Manage Hardware Training	G-7 Develop Training Partnerships	G-8 Evaluate Training Program	G-9 Research Training Models	

H**Continue Professional Development**

H-1 Review Professional Literature	H-2 Participate in Professional Organizations	H-3 Deliver Professional Presentations	H-4 Present Professional Development Training	H-5 Pursue Professional Certification	H-6 Network with Other Professionals	H-7 Participate in Continuing Education	H-8 Publish Technology Articles		
I-1 Participate in State / Regional / Local Partnerships	I-2 Manage Board Policies / Admin Regulations	I-3 Monitor Compliance (e.g. CIPA)	I-4 Manage Technology Initiatives (e.g. CSIS, DCP)	I-5 Prepare Administrative Reports	I-6 Respond to Legal Inquiries	I-7 Develop Departmental Procedures	I-8 Participate in Meetings	I-9 Monitor Contract Compliance	I-10 Conduct Site Visits
I-11 Manage Technology Inventory	I-12 Respond to Labor Contract Issues								

I**Perform Administrative Tasks**

General Knowledge and Skills

Effective Communication Skills (Verbal/Written)
Local, state and federal rules
Interpersonal skills with staff and peers
Diverse technical knowledge (Systems, applications, platforms, instruction)
Adapt industry best practices for K-12 environment
Costs related to implementation and maintenance
Understanding of user needs
Organizational Skills
Project Management

Tools, Equipment, Supplies and Materials

Computer (Hardware / Software)
Personal Digital Assistant (PDA)
Mobile Communication Devices (Cell phones, radios, etc.)
Reference Materials
Professional Memberships
Audio / Video Equipment (Presentations)
Remote Access

Worker Behaviors

Effective Communicator
Flexible
Works well with others
Team Player
Visionary
Well-organized
Problem solver
Professional Appearance & Demeanor
Multi-tasking
Resourceful
Creative
Passionate about learning
Works well under stress
Stamina
Patience
Positive attitude
Confident
Good listener
Detail oriented
Ethical
Respectful

Future Trends and Concerns

Keeping abreast of emerging technologies and classroom applications
Convergence of Digital Data
Plan for equipment replacement / disposal
Identifying additional sources of funding
Need for additional bandwidth
Standardization of hardware / software
Licensing requirements for education software
Finding qualified technical staff
Movement toward Chief Technology Officer (CTO) / Chief Information Officer (CIO) in education
Maintaining security of WAN, LAN, and systems
Keeping current with legislative mandates / requirements
Need for additional technical staff