



Pacifica School District

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Preparing Students for an Evolving World

www.pacificasd.org

MEMORANDUM

Educational Support Services

TO: Wendy S. Tukloff, Ed.D., Superintendent
For Board of Trustees

FROM: Tina Van Raaphorst, Executive Director, Educational Support Services

SUBJECT: New Job Description: Lead Technology Support Technician
(Action)

Recommendation

It is recommended that the Board approve the new job description for the Lead Technology Support Technician.

Background

Attached is the job description for the proposed new position of Lead Technology Support Technician. This job description was developed by surveying the data management, data analysis, and technology leadership needs of the district. It has also been reviewed by CSEA leadership. As our schools become more technologically equipped and as data becomes more and more useful in designing instruction and structuring programs to best meet the needs of our students, the demands on the technology department rise. The addition of this position will go a long way to helping to ensure our students, teachers, and administrators have the tools and support needed for today's educational environment.

This job description was developed to encompass the essential duties, responsibilities and abilities necessary for the job. The qualifications and certifications required are also outlined.

Approved for Board Presentation