

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 by:



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DACUM is an acronym for developing a curriculum. It is a two-day occupational analysis that provides a picture of what the worker does in terms of duties, tasks, knowledge, skills, and traits, and in the tools the worker uses.

TechSETS is one of four Statewide Education Technology Services (SETS) to provide support and/or resources for California schools as authorized by AB1761. These services are those that "are more efficiently and effectively provided on a statewide basis." A contract has been awarded by the California Department of Education to the San Diego County Office of Education, who has been working closely with the Imperial County Office of Education to develop TechSETS.

For more information on TechSETS, visit www.techsets.org.

For additional information on the other SETS programs, visit the California Department of Education's informational site at www.cde.ca.gov/sets.

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| 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 S / Regional Local Partnersh |
| B | Manage Technology Systems | B-1 Manage LAN /WAN Infra-structure | 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 |
| 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 Manage Support Classroom Applicati |
| 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 Im mentation |
| 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 Determin Staff Workload |
| 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 |
| 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 Technolo Articles |
| I | Perform Administrative Tasks | 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 Participat Meetings |

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| A-9 Advise on the Use of Technology Partnerships | A-10 Develop Vendor Partnerships | A-11 Collaborate on Joint Projects |
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| B-9 Research Infrastruc- ture Design | B-10 Establish Infrastructure Specifications Requirements | B-11 Evaluate Infrastructure Performance | B-12 Design System Security | B-13 Evaluate System Secu- rity Imple- mentation | B-14 Manage Help Desk Support | B-15 Manage Fil- tering Imple- mentation | B-16 Manage Application Development | B-17 Manage Web Development |
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| C-9 Manage Support of ILS (e.g., AR, Plato) |
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| 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 |
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| E-9 Facilitate Conflict Resolution | E-10 Manage Daily Operations |
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| G-9 Research Training Models |
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| H-9 Technology |
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Visit
www.techsets.org/training/profiles.php
for just-in-time training and resources
aligned with each task on this page.

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| I-9 Monitor Contract Compliance | I-10 Conduct Site Visits | I-11 Manage Technology Inventory | I-12 Respond to Labor Contract Issues |
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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

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

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

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