CHIEF TECHNOLOGY OFFICER

DEFINITION:

Under the general direction of the Elementary and Secondary Assistant Superintendents of Instruction, the Chief Technology Officer ("CTO") provides strategic planning and support for all instructional and business aspects of District technology use. The CTO directs support of all instructional technology design and applications, as well as support for personal computer hardware and software, Local Area Networks (LANs) and the District Wide Area Network (WAN). The CTO directs the maintenance and operations of all student and District-wide data systems, and directs and ensures reliable District network services. The CTO provides leadership for a department focused on using technology to enhance student learning and increase District operational efficiency and effectiveness.

QUALIFICATIONS:
> Experience: A minimum of five years of relevant professional experience in management and development of complex information systems with educational technology, technology support and communications and three years of teaching or educational leadership experience desired.
> Education: Master's Degree in Computer Science, MIS, Education or Education administration desired
> Possession of a California Administrative Credential
> Other: A valid California driver's license

DISTINGUISHING CHARACTERISTICS:
- Work with changing priorities, regulations, and deadlines
- Analyze situations accurately and recommend necessary actions
- Perform essential job functions and job task requirements
- Be an effective team member
- Implement district-wide programs and systems
- Demonstrate skills collaborating with teachers and administrators
- Record of strategic planning, budget management, and staff development
- Reputation as an instructional leader for technology integration with curriculum

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Elementary and Secondary Assistant Superintendents of Instruction, incumbent will:

- Maximize the use of Information Technology (IT) resources in support of Board adopted District goals.
- Attend Board meetings; prepare, and present reports to the Board as requested by the Superintendent; interpret the impact of proposals as necessary.
- Review appropriate legislation to ensure technology activities are performed in compliance with applicable laws, codes and regulations.
- Develop policies and procedures to ensure legal compliance and encourage effective and efficient management controls of technology.
- Communicate and work collaboratively with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Work collaboratively with schools and departments to support integration of curriculum and technology; evaluate technological changes, emerging technologies, the current integration process, and best practices in computer and communication fields; recommend innovative and cost effective integration of new technologies.
- Work collaboratively with instructional materials selection committee and lead teachers to ensure necessary technology support and infrastructure is in place for adopted instructional materials, assessments, and programs.
- Lead both short and long-range planning efforts related to IT and assume responsibility for maintenance of the District technology plan.
- Integrate and standardize all IT services and activities for timely delivery of high quality services in support of student learning.
- Assume responsibility for the Department's Budget; apply for E-Rate federal funds to ensure District discounts on equipment and services.
- Design and implement online quality assurance support programs including system and database security.
- Coordinate the collection, security, and analysis of critical District information systems including student achievement data, human resources/labor relations data, operational data, and fiscal data to ensure accuracy and integrity of data.
- Plan, schedule and direct the development of computer programs, including needs analysis, interface with and debug other existing and planned programs, and develop comprehensive documentation.
- Coordinate the systems design work necessary to support the integration of information systems and platforms.
- Collaborate with site leaders, teachers and District support staff to identify training and staff development needs and develop a District-wide program for use of educational computer technology including professional development classes and seminars; organize and coordinate appropriate staff development activities to ensure proper use of equipment and programs; assure training is both operational and conceptual in scope.

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- Supervise and evaluate the performance of assigned staff.
- Visit school sites and classrooms on a regular basis.
- Develop functional specifications, standards and requirements for procurement of appropriate equipment/ hardware, software, materials, and human capital resources to meet District technology needs.
- Oversee bid requests, proposals, vendor contract, and coordinate contract services including data privacy agreements with vendors.

KNOWLEDGE:
- Ability to articulate and understand complex issues and facilitate effective problem solving.
- Knowledge of principles, techniques, procedures, and developments for the operation of data processing and communications technology.
- Understanding of technology integration in support of the instructional program.
- Knowledge of computerized educational management practices.
- Knowledge of complex computer systems design, analysis and operations, with a background in managing integrated database file structures.
- Ability to plan and direct a large, complex operation that involves coordination and integration of multiple interrelated activities.
- Knowledge and experience in system design, program development, debugging, and system operation.
- Knowledge of operating systems and the integration of personal computers in information systems.
- Ability to develop and maintain cooperative relationships with community members, certificated staff, and classified staff.
- Knowledge of technology integration with curriculum and instructional pedagogy.

ABILITIES AND SKILLS:
- Effective staff and public relations skills
- Verbal and written communication skills
- Planning and organizational techniques

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff and the public.
- This work requires long hours working at a desktop computer.