

SAN RAFAEL CITY SCHOOLS

CHIEF TECHNOLOGY OFFICER (CLASSIFIED SENIOR MANAGEMENT) JOB DESCRIPTION

**261 Days (1.0 FTE Position)
Range 12 Classified Management Salary Schedule**

SUMMARY: The Chief Technology Officer reports directly to the Office of the Superintendent and provides strong, collaborative, forward thinking and responsive leadership in the planning, development, implementation, maintenance, assessment and management of the District's technology programs and services. The Chief Technology Officer will provide the strategic vision for the District's technology department, supporting both student achievement and District infrastructure. This position will be a member of the senior management team and the Superintendent's cabinet and will work with the team to set District priorities and implement technology processes and procedures that will help implement or achieve strategic work plan objectives.

Essential Duties:

- Provide leadership in all aspects of technology for the school system
- Coordinate development, refinement and execution of the district strategic plan (LCAP) as it relates to technology, involving all stakeholders and committees
- Collaborate with the Superintendent and Cabinet to make informed decisions
- Collaborate with principals and school staff to make informed decisions
- Lead district initiatives, collaborating across departments and functional areas that support adoption and implementation of technology in all aspects of school business, including those that improve teaching and learning and promote 21st century skills
- Create and support cross-functional teams for needs assessment, decision-making, technology support, professional development and other aspects of the district technology program
- Manage and direct support staff of all technology applications to help the district meet the goals of the strategic plan (LCAP)
- Supervise or coordinate the skills development of all employees in the operation of technology.
- Build awareness among employees of available resources and the role of technology in the instructional process.
- Develop and coordinate a broad range of technology-based resources, maximizing the availability and use of these resources

Technical Duties:

- Supervises all functional areas of information technology including software design and development, systems administration, project management, systems testing and application and network support

- Defines, architects and executes the organizational and infrastructural plans required to fulfill the District's technology strategies
- Oversees the technology systems that support the business, financial, and student records management accounting systems, allowing for reporting to appropriate state and federal agencies
- Analyzes system configuration and hardware problems, and performs and oversees modification, repair or other solutions
- Responsible for the interconnection of multiple operating systems, desktop computer applications, and network protocols
- Identifies, consolidates and integrates new technologies with legacy systems; oversees research and evaluation of hardware and software compatibility, serviceability, design and performance; and recommends vendor contracts covering the acquisition
- Systematically plans for the development and implementation of new, efficient and effective operating systems that maximize District resources
- Directs development and evaluation of major software, technology and telecommunication purchases
- Sets standards/guidelines for software development processes and deliverables and measure performance against these standards
- Serves as District liaison to Marin County Office of Education (MCOE), State and Federal government for technology related District matters
- Plans and schedules work for assigned staff ensuring proper distribution of assignments and adequate manning, space and facilities for subsequent performance of duties to ensure that system uptime and performance requirements are met
- Prepares operational reports and analyses, setting forth progress, adverse trends and appropriate recommendations or conclusions
- Responsible for design, installation, and maintenance of LANS/WANS
- Other duties as assigned

REQUIRED MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current industry best practices, current and emerging technologies and a demonstrated ability to utilize that knowledge to propose to the Superintendent and leadership team strategic and tactical directions appropriate to the technologies under their direction
- Expert knowledge of systems development and maintenance techniques, computer systems management practices, principles of electronic data communications, operating system design and structures, management of local area networks, telecommunications equipment and systems, and effective methods of communication
- Knowledge of current information technology including ERP, student systems, network infrastructure, voice/data systems, security systems and desktop/mobile hardware and software
- Knowledge of application software, programming and operating systems required
- Skill in aligning and leveraging technology for the advantage of the District
- Ability to successfully assess and apply best practices and/or current technologies to enhance the attainment of the District's educational and technological objectives
- Ability to execute and deliver technologies quickly and effectively

- Ability to work in a participative, collaborative manner with school employees, administrative employees, and external partners as appropriate in the development and implementation of new technologies
- Excellent verbal and written communication skills in addition to being a strategic thinker, creative problem-solver, team player and results-oriented leader
- Ability to hire, develop and retain high quality IT professionals
- Ability to analyze, interpret, and use data in decision-making
- Possesses a balance of strong management abilities with superior technical knowledge
- Knowledge of and experience in the education industry desired

REQUIRED MINIMUM TRAINING, EDUCATION, AND LICENSING:

- BS in Computer Science, Management Information Systems or Business Administration
- Master's Degree in Business Administration, Information Systems, or a related field preferred
- Bilingual (Spanish) preferred
- Valid California driver's license

REQUIRED MINIMUM PRIOR WORK EXPERIENCE:

- Five years experience as administrator of an information technology department
- Seven or more years industry experience preferred
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of students and employees
- Experience in managing technology systems in a public sector organization, preferably a K-12 school system is desired
- Demonstrated track record of having a strong, open collaborative leadership style

WORKING CONDITIONS:

Duties are performed in an office environment while sitting at a desk and program sites and in the community to make oral presentations and attend meetings. Incumbents may be required to work a flexible schedule, which could include evening and weekend hours. Incumbents are subject to extensive public contact with external agencies and individuals seeking information. Duties require regular driving to program sites within the county.

PHYSICAL DEMANDS:

Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms, stoop, kneel, or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.