

BONITA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHIEF TECHNOLOGY OFFICER

BASIC FUNCTION:

The Chief Technology Officer (CTO) provides leadership and direction for all aspects of District technology services. The senior management position formulates sophisticated strategic technology planning and administers and supports all technology systems within the District's instructional, administrative and business operations. The CTO is responsible for providing expert guidance and direction in the development and implementation of the District Technology Master Plan and projects for the improvement, integration and networking of computer hardware, software, infrastructure and telephones. The CTO provides service levels commensurate with a rapidly growing and evolving environment, ensures reliable District network devices, resolves technology problems and performs related duties as assigned.

REPRESENTATIVE DUTIES:

- Provides leadership in strategic short and long-range technology planning, educational technology applications, and academic and administrative computing *E*
- Serves as a catalyst for the Superintendent's Cabinet in identifying new areas for technology and effective use of evolving information systems and communication technologies *E*
- Works with administrators to integrate technology in the ongoing instructional program for all curriculum areas *E*
- Supervises and provides technical support for all District technology systems, including the student information system, network, web servers, email services, and client machines for maximum up time and security *E*
- Plans, creates, and implements staff development activities to meet established instructional technology integration needs *E*
- Leads committees, teams, and other groups focused on effective use of technology *E*
- Prepares and delivers written and oral presentations on technology *E*
- Forecasts requirements and makes recommendations on the design and implementation of systems and related software and hardware designed to increase system efficiency, access and reliability *E*
- Prioritizes work of technology staff by developing long-term technology plans that are compliant with District policy goals for staff, students, and parents *E*
- Maintains and protects security of District's electronic data, including continuous research, updates, and compliance with all current electronic security standards *E*
- Evaluates, researches, develops, and updates District policies, procedures, and guidelines related to data integrity and security and technology use by students and employees *E*
- Plans, develops, and oversees administration and maintenance of the District's Wide Area Network (WAN) and Local Area Networks (LANs) at all District facilities and sites *E*

- Collaborates with site administrators, vendors, and District purchasing to provide appropriate technology at competitive prices *E*
- Communicates and collaborates with administrators, personnel, and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns *E*
- Supervises, administers, maintains, and updates the District's web sites, services, and application development *E*
- Develops and implements an emergency and disaster recovery plan to ensure District technology systems and operations continue in emergency or disaster situations *E*
- Manages, prepares, and locates funding and grant opportunities that include, but are not limited to, E-Rate, K-12 Vouchers, grant and partnerships with community organizations and businesses *E*
- Directs all activities of the department, assures the resolution of problems and conducts ongoing evaluation of customer satisfaction *E*
- Selects, supervises and assesses the performance of assigned personnel *E*
- Performs related duties and responsibilities as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Curriculum and instructional needs of public K-12 organizations
- Future trends and needs in the field of educational technology
- Public sector business practices, including general familiarity with information processing and fiscal operations, including payroll, purchasing, accounts payable, and personnel
- Technical aspects of network installation including servers and firewalls, maintenance, operation, trouble shooting and repair
- Principles, practices and methods of database structures, computer programming and system design
- Strategic planning and project management techniques
- Principles of supervision, training and performance evaluation
- Public speaking techniques

ABILITY TO:

- Work cooperatively and communicate effectively with staff, other districts, business partners, government agencies and the general public
- Lead with a collaborative approach, seeking feedback and establishing strong working relationships with colleagues, and subordinates by possessing strong listening and influencing skills; ability to cultivate trust and credibility with colleagues
- Manage details while not losing sight of the big picture best practices and continual improvement
- Communicate technology transformation initiatives; bridging the gap between District needs versus technology delivery

- Facilitate technology planning efforts including developing, managing and implementing school technology plans
- Analyze educational and technical problems, identify potential solutions and make appropriate recommendations
- Manage financial resources
- Assist users and trainers with software and hardware direction, guidance, and vision-setting

EXPERIENCE AND EDUCATION:

- Bachelor's or Master's degree in computer science or related field
- Five years increasingly responsible experience in the development, design, operation, analysis, maintenance and repair of computer and network systems and related hardware, software, databases and applications
- Coursework in instructional strategies and educational technology preferred
- Direct management of a major technology operation (over 5,000 devices) preferred
- Microsoft and CISCO certifications preferred

LICENSES AND OTHER REQUIREMENTS:

- Must have a valid California Driver's License and automobile insurance

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work
- Indoor and outdoor environment

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information
- Sitting or standing for extended periods of time
- Lifting, carrying, pushing or pulling moderately heavy objects (up to 40 pounds)
- Bending at the waist, kneeling or crouching
- Reaching overhead, above the shoulders and horizontally
- Manual dexterity and coordination sufficient to operate computer and peripheral equipment

HAZARDS:

- Extended amount of time utilizing computer keyboard, mouse and viewing of computer monitors