

DUBLIN UNIFIED SCHOOL DISTRICT

CHIEF TECHNOLOGY OFFICER

GENERAL DESCRIPTION

Under the direction of the Superintendent or designated Assistant Superintendent, the Chief Technology Officer provides dynamic, responsive, collaborative and forward-thinking vision, leadership and management of technology systems and services to support the mission and goals of a high performing District. This includes providing leadership and direction to technology committees, commissions and task forces formed to assist the District in addressing the future needs of the District. This also includes the planning, development, implementation, management and maintenance of all applications, infrastructure, security, networks, technology training and communications, as well as comprehensive support for the teaching and learning activities of the staff and students.

MAJOR RESPONSIBILITIES AND ESSENTIAL DUTIES:

- Provides strategic vision and leadership in anticipating and developing innovative responses to future needs and challenges regarding both the District's information technology systems and practices as well as technology in the instructional program.
- Works collaboratively with schools and departments to integrate technology into the instructional program.
- Promotes participation of and collaboration with teachers, technology coaches, support staff, site and district leadership, in needs assessment, program development, service delivery efforts and project review.
- Collaborates with District departments to provide training initiatives both within the department, for District office staff, and for technology users throughout the District as appropriate.
- Provides oversight and direction for integrated data communications networks, infra-structure upgrades, and the use of integrated database management systems.
- Plans, schedules and directs the development of computer programs, including needs analysis, interface with other existing and planned programs including system and database security.
- Implements and evaluates systems and procedures to protect data integrity, security, reliability and accessibility.
- Organizes and coordinates appropriate staff development activities to ensure proper use of equipment and programs. Assures training is both operational and conceptual in scope.
- Develops functional specifications, standards and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance.
- Coordinates the systems design work necessary to support the integration of information systems and platforms, effective use of hardware, software and system networking, including cloud technology.
- Evaluates technological changes, emerging technologies and best practices in computer and communication fields to recommend innovative and cost effective integration of new technologies.
- Leads the evaluation, selection and implementation process for new software and hardware acquisition that is both cost effective and appropriate to the evolving needs of the District.
- Manages operating budget covering all centralized computer support throughout the District and recommends prudent fiscal approaches for long-term hardware and software acquisition and maintenance.
- Coordinates staff development with the educational services team for technology integration into curriculum and instruction.
- Leads both short and long-range planning and projects related to technology
- Supervises, develops and evaluates the work of assigned staff (including IT supervisor, network specialists and computer technicians).
- Assesses the need for and seeks technology funding opportunities, including public and private grants, District financing initiative, E-Rate opportunities, and public and private partnerships.
- Provides high quality service and support to all schools and District departments.
- In collaboration with the Educational Services Department, leads the development of the District's technology plan.
- Other duties as assigned.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

MINIMUM REQUIREMENTS

Knowledge of:

- Best practices strategies in educational technology.
- Information technology practices and trends in both private and public sector organizations of similar size and complexity.
- School business, student record keeping, pupil personnel applications, including scheduling, grade reporting, attendance accounting, purchasing.
- Evolving uses of classroom technology that intersect with District-wide technology infrastructure.
- Understanding of technology integration in support of the instructional program.
- Complex computer systems design, analysis and operations, with background in managing integrated database file structures.

- Operating systems and the integration of personal computers in information systems.
- Educational trends such as Common Core State Standards, Smarter Balanced Assessments, and cloud based educational applications.
- Education code, administrative and board policy, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts.
- Staff supervision, staff development and effective leadership techniques.
- Funding sources for educational/technology programs and the variety of related regulations, controls and reporting procedures.
- Data processing systems and procedures, accounting, training methodology, networks and personal computer software and hardware.
- Consensus building techniques, collaborative problem solving, and conflict resolution strategies.

Ability to:

- Articulate a shared vision for the use of technology in educational programs, business services and operational functions.
- Articulate and understand complex issues, facilitate efficient and effective problem-solving and decision making.
- Respond promptly to request of internal and external clients; provide needed directions, assistance, training, materials and resources.
- Analyze and coordinate staffing needs in conjunction with the Educational Services Department.
- Plan, direct and establish priorities and simultaneously coordinate a variety of projects.
- Identify and analyze present and potential problems, develop and evaluate solutions and propose plans of action.
- Organize, coordinate and administer assigned programs and activities related to technology services.
- Prepare and present clear, concise and accurate reports, and also develop and deliver effective presentations to small and large audiences, including Board presentations.
- Work effectively with a wide and diverse skill level of technology users, managers and community members.
- Use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contacted in the course of work.
- Establish and maintain cooperative and professional working relationships with individuals, groups, and vendors.
- Supervise and evaluate the activities of technology services staff.
- Utilize technology for instruction, information, communication and data management.
- Analyze job requirements for and train subordinate employees.
- Develop and manage department and project budgets.

EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited college or university with major coursework or extensive experience in Technology, Education Technology, Computer Science, Information Systems or Business Administration or a related field; or a combination of education and experience equal or comparable to degree; Teaching or Administrative credential preferred
- Master's Degree preferred
- Preference for administrative experience, in a supervisory or management capacity, with educational technology, technology support and communications
- CTO certification desired

WORKING CONDITIONS:

Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.*

Mental Demands:

- Maintain mental capacity which allows for effective interaction and communication with others.

Physical Abilities: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Vision (which may be corrected) to read small print, text and data and to view computer monitor; hearing and speaking to exchange information on the telephone, in person and at presentations; kneeling, bending at the waist and reaching overhead to retrieve files; standing and sitting for periods of time; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to operate a computer keyboard; lower body mobility may not be required; work which is primarily sedentary; inside environmental conditions; use personal vehicle in the course of employment; attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings; work evenings or weekends.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a continuous requirement.
- In accordance with California Law and Education Code, position incumbents must maintain a conviction-free Department of Justice background record, which is relevant to the position.

OTHER CONDITIONS OF EMPLOYMENT:

- In accordance with California law and the Education Code, position incumbents must maintain a conviction free Department of Justice background record, which is relevant to the position.

EVALUATION:

By the Superintendent or designee.

SALARY RANGE: Step 14 - \$133,810 - \$150,819

This may be a certificated or classified management position. Appropriate salary placement is on the Leadership Salary Schedule as the Chief Technology Officer plus additional annual stipend for masters or doctorate degree(s). Work year is 220 days. Medical benefits are included as part of the salary and purchased through an IRS 125 plan. Dental coverage paid by district.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Board Approved: April 29, 2014