

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

CHIEF TECHNOLOGY OFFICER

DEFINITION

Under direction of the Deputy Superintendent, Business and Support Services, the Chief Technology Officer supports the educational programs of the District by providing direction, management and leadership with District-wide technology planning, applications development and computer operations to increase access to information and facilitate productivity enabling the instructional and District-wide integration of technology.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Develop the District technology goals, priorities and procedures, and ensures implementation through collaboration with all District sites and departments.
2. Establish a results-based culture through the continuous collection, examination, and use of data to develop long and short-range plans to improve technology throughout the District.
3. Provide leadership, vision, guidance, and general oversight in the implementation of technology in the classroom and across the District.
4. Direct the processes and functions of Technical Services, Education Technology, and Information Services sub-departments.
5. Collaborate with Education Services to ensure technology integration is embedded into all classroom instruction.
6. Collaborate and provide leadership in the development and implementation of professional learning for staff to enable instructional integration of technology.
7. Consult with division managers to develop network and communication solutions and data services that integrate computer systems for information processing and data sharing.
8. Direct the development of information systems including database management and business and financial applications to improve operational efficiency and delivery of instruction.
9. Apply for E-Rate federal funds to ensure District discounts on networking equipment and telecommunications services.
10. Ensure communication with District stakeholders including the Board of Trustees, Associations, and Parent groups regarding technology integration and technology planning.
11. Monitor data security to ensure the integrity and reliability of computerized information systems.
12. Oversee the departmental annual budget and budget planning activities; developing expenditure review and control procedures to ensure compliance with funding agency standards and guidelines.
13. Ensure and prepare for technology-related audits and provide follow-up when necessary.
14. Coordinate student and staff events, promoting the use of instructional technology.
15. Oversee bid requests, proposals, vendor contract, and coordinated contract services including data privacy agreements with vendors.
16. Evaluate, supervise, and counsel members of staff to improve employee performance; ensuring staff adheres to District, state, and federal educational and professional standards.
17. Establish, maintain, and nurture professional relationships with management, colleagues, staff, parents, community members and school related outside agencies.

EXAMPLES OF DUTIES (Continued)

18. Prepare and maintain a variety of reports, records, and files related to assigned activities and personnel.
19. Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
20. Maintain a professional network of other Education Technology professionals to engage in discussions on best practices.
21. Keep up-to-date with trends or developments, evaluate, and recommend the adoption of new procedures and types of new applications, materials, and equipment used in technology.
22. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; principles and techniques of technology; principles and techniques for project planning, scheduling and control; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; emerging trends in instructional technology; management of budget planning and oversight.

Ability to: Direct, manage, coordinate and lead the functions and activities of a technology department for a school district; demonstrate effective, organizational, and administrative leadership; monitor and/or develop programs or mechanisms to improve organizational efficiency; incorporate new technology into future plans; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Bachelor's degree from an accredited college or university in a related field.

Experience: Seven years of progressively responsible professional experience in Information Technology including five years in project management. Experience in a public sector or educational environment preferred.

Certification: Chief Technology Officer Mentor Program Certification preferred.