

**FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:	Chief Technology and Innovation Officer
CATEGORY:	Administrator, Exempt Classified Management
REPORTS TO (BY TITLE):	Superintendent
SALARY RANGE:	4
SALARY SCHEDULE:	Classified Management
WORK YEAR:	12 Months
SUPERVISION:	This position is responsible for supervision over assigned management, technical and support staff.

POSITION DESCRIPTION

Under the direction of the Superintendent, the Chief Technology and Innovation Officer (CTIO) provides a proactive, dynamic, responsive, collaborative and forward-thinking vision to transform the future of education in FUSD. The CTIO is responsible for providing leadership in developing, implementing and promoting the District's vision for technology, with a focus on innovative personalized learning and work environments. The CTIO works with a committed technology team and other district leaders to apply standout combination of intuition for the future needs of students and technical knowledge. This position will also define the district's technological objectives and be responsible for ensuring that fiscally responsible solutions reliably meet the needs of students and staff, now and into the future.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

1. Adopt and communicate a strategy that embeds cross-disciplinary skills throughout the educational process.
2. Develop and implement strategies to ensure equitable access to appropriate digital tools and resources to meet the needs of all learners.
3. Provide direction and assistance to technology staff, administrators and teachers in planning instruction that promotes information literacy and integrates meaningful and effective uses of technology into the daily work of teachers and students.
4. Oversee operations and resources to enhance administrative and staff understanding of educational practices, curriculum standards, guidelines and requirements related to technology.

5. Coordinate the piloting, implementation, and evaluation of technology-based instructional programs.
6. Seek grants to support District efforts in the use of technology to enhance student learning.
7. Instruct District personnel in the use of software, digital resources, online learning resources and other internet resources as they pertain to secure, business and educational standards of technology use.
8. Coordinate the implementation of the District's student and staff data management systems, to include staff training related to the implementation of data management systems.
9. Prepare and distribute support materials related to the Technology and Innovation Department.
10. Act as a liaison when working with community and parent groups as it relates to technology.
11. Develop a compelling technology vision for the Technology and Innovation Department, including the resources needed to create a sustainable program and lead the implementation of the District's technology plan. .
12. Direct the day-to-day operations and work processes of the District's Technology and Innovation Department, including network and infrastructure, telecommunications, applications, help desk and desktop support, data infrastructure, project management and related areas.
13. Collaborate with the Teaching and Learning Department and other departments to design and implement investments, strategies and applications in technology.
14. Develop and implement a strong staffing strategy for the Technology and Innovation Department, to include recruiting, developing and motivating staff.
15. Oversee the implementation of the collective bargaining agreements for certificated and classified employees as they relate to personnel supervised.
16. Perform related duties consistent with the scope and intent of the position.

JOB REQUIREMENTS

Essential Skills and Abilities:

- Visionary leadership skills.
- Deep understanding of technological trends and their relationship to the educational process.
- Excellent problem solving abilities.
- Effectively coordinate work and communication across all user and ability levels within the District.
- Strong written, verbal, and presentation abilities.
- Ability to influence and positively impact a team.
- Thrive in a dynamic and forward thinking environment, maintaining composure and a positive attitude.
- Ability to provide leadership and vision that prepares students for a world that we can only imagine.

- Understanding of technical and educational development processes.
- Successful track record visioning, planning, and managing projects from inception through the development lifecycle.
- Driven to learn, analyze, and understand data.
- Skilled at developing and exercising cross-functional influence, translating between students, staff, and technical teams.
- Skilled at developing key relationships while maintaining effective working relationships with staff and students across the District.
- Ability to share difficult concepts or practices with various audiences
- Ability to understand organizational needs and find innovative solutions to meet these needs.
- Ability to empower others to become part of the solution to complex real world challenges
- Establish a vision and move the organization toward that vision

Knowledge of:

- Technological trends, systems, and practical applications
- One or more database technologies with hands on experience desired
- Cloud-based solutions for business and education
- Network, infrastructure, hardware, and software management
- Oral and written communication skills
- Technical aspects in field of specialty
- Modern office practices, procedures and equipment
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Physical Requirements:

- Ability to work at a desk and in meetings of various configurations
- Digital dexterity to operate office equipment
- Ability to read printed matter and computer screens
- Ability to communicate so others are able to understand a normal conversation
- Ability to hear and understand speech
- Ability to bend, twist, stoop, and reach
- Ability to lift, push, pull and carry up to 20 pounds

Work Environment:

- Office environment
- Constant interruptions

MINIMUM QUALIFICATIONS

Experience:

- Minimum of four (4) years of management experience
- Three (3) years in a technology related management role

Education:

- Bachelor's degree in, information technology, education or related field

DESIRED QUALIFICATIONS

Experience:

- Four (4) years of experience within a public agency
- Previous experience with providing equitable digital tool access to all users no matter their experiences or background knowledge
- Prior experience with obtaining, and/or managing grant funded projects or equipment
- Experience in enterprise services or business intelligence

NECESSARY MATERIALS

License:

- Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment

Materials:

- Bachelor's degree from an accredited college or university

Approved: 9/27/2017

Revised: 5/9/2018