

WEST COVINA UNIFIED SCHOOL DISTRICT

CHIEF TECHNOLOGY OFFICER

Brief Description of Position:

The Chief Technology Officer (CTO) is a senior strategic management position and part of the Extended Cabinet primarily responsible for all technology strategy, development and operations for the District, from network infrastructure to application delivery. Advancement to this position is through promotion and compliance with the qualifications of the position. The CTO leads and manages a staff including managers and individual contributors that compose the Information and Education Technology teams. In addition, the CTO provides educational technology and teacher training to enable staff and student success. The CTO provides organizational leadership for the District Library Program and District library support services.

Directly Responsible to:

Appropriately assigned supervisor(s)/administrator(s)

Immediate Subordinates:

Staff assigned to Technology Department of the Educational Services Division

Major Duties and Responsibilities:

1. Administer and supervise the office of Technology Support Services
2. Supervise assigned personnel responsible for planning, acquiring, and implementing new hardware, software, and services to support the learning process; data processing, office automation, and communication
3. In partnership with Educational Services and other departments, develop and implement the District's Technology Plan, District Strategic Plan, and the Local Control Accountability Plan (LCAP) to include both information technology (IT) services and technology integration with curriculum
4. Communicate the organization's vision and action plans to their team and leads their team in completion of those objectives
5. Partner with individual schools to develop and implement school Technology Plans that are aligned with the District's Technology Plan, District Strategic Plan, and LCAP
6. Assess and implement the technological needs of the District related to Common Core State Standards
7. Develop, communicate, and implement District technology policies and procedures
8. Consult with other District leaders on the development of technology related Board Policies and Administrative Regulations

9. Direct the development and maintenance of all data systems, including feasibility studies, system analysis and design, computer programming, conversion of data, information storage and retrieval, and management data controls
10. In partnership with District stakeholders, develop, implement, redesign, and document IT and business processes
11. Ensure continuous improvement of the organization's performance
12. Provide end user support services for all District supported IT systems for staff, students, and parents
13. Understand various funding sources for technology projects and equipment, including E-Rate; facilitate the application for E-Rate funding
14. Provide tools and systems for managing, querying, and reporting student and staff data; ensure that accurate student and staff data is reported to the County, State, and Federal governments in accordance with timelines identified by those entities
15. Issue bid documents, evaluates vendors, and negotiate contracts for new services and equipment as well as renewals of service and support contracts
16. Ensure the physical and logistical security of District equipment and data; educates users on their role in IT security and Acceptable Use Policy
17. Develop, manage, and track the Technology budgets, including funds set aside for specific schools and programs
18. Ensure that technology solutions comply with all appropriate laws and regulations, including FERPA, HIPPA, California Education Code and District Board Policies and Administrative Regulations
19. Develop and maintain effective communication and working relationships with District staff
20. Facilitate the District Technology Advisory Committee and community involvement
21. In conjunction with the Educational Services staff, identify training and staff development needs to support technology use and curriculum integration; develops and delivers training programs to meet those needs
22. Ensure that the department is staffed with experienced, talented, and motivated professionals and those staff members are appropriately trained to meet the demands of their positions
23. Provide leadership and direction to the Technology Department
24. Follow and ensure adherence to all District policies and procedures
25. Ensure adherence to budget and established financial controls; maintains liaison with federal, state, and local agencies regarding programs and services
26. Direct, coordinate, and review the department's district-wide programs

27. Oversees, implement, and revise as necessary the District's Technology Plan
28. Establish and oversee project scheduling
29. Maintain a high level of customer service
30. Identify opportunities to eliminate, modify, or enhance services and capabilities within a changing economic environment while maintaining high productivity and customer service
31. Develop collaborative relationships with District office staff and school-based staff to ensure expectations are understood and met
32. Represent the school district while interfacing with municipalities and governmental agencies
33. Facilitate communication between Technology and other internal and external entities in a timely, accurate manner
34. Promote and provide for staff development opportunities for staff related to technology needs
35. Serve as key focal point for dissemination of information from and to the Technology Department
36. Inform the Superintendent and Cabinet informed of all issues about which he/she should be aware
37. Follow the District's policies and procedures as related to all guidelines, executive limitations and the District's instructional initiatives
38. Follow the District's policies and procedures
39. Develop leadership skills in subordinates
40. Responsible for the recruitment, selection, training, disciplining, and evaluation of department employees
41. Assist in the purchasing and procurement of supplies and equipment, meets with vendors and other agencies as necessary
42. Prepare and maintain a variety of records and reports pertaining to work orders, work schedules, equipment repair, supplies, and equipment inventory
43. Develop and communicate the Technology Master Plan including the implementation of various provisions of the plan
44. Assess the technology needs of the District, schools, and departments and develops plans and projects to address those needs
45. Prepare and maintain a variety of reports and memoranda including, Board transmittals as appropriate and necessary
46. Maintain timely and accurate information and accountable for the quality of information maintained by those he/she supervise

47. Maintain a knowledge and self-development on current research, trends, and best practices relevant to the area of responsibility
48. Recruit, select, supervise, train, discipline, and evaluate Technology Services personnel
49. Perform other duties and responsibilities as assigned by supervisor

Knowledge of:

- Excellent leadership, motivation, and communication skills
- Managing full lifecycle projects and managing project managers
- Current IT management methodologies including, project and portfolio planning, business process management, service level agreements, service catalogs, plans of record and enterprise architecture is required
- Current IT security expectations and best practices
- Current and emerging technologies in the enterprise IT environments
- Long-range and short-range technology planning, maintenance, and renovation
- California Codes, Ed Code, and Public Contract Codes
- Principles and practices of supervision, organization, management, planning
- Supervisory principles in performance evaluation, progressive discipline, and employee development
- Principles of organization, management, and supervision, budgetary planning and control
- Budgeting principles and management controls
- Modern office practices, procedures, and equipment
- Safe working practices and procedures
- Language skills to prepare business plans and complex reports seen by the public
- Human relations skills sufficient to carry out negotiations, make formal presentations, conduct performance reviews, and communicate technical concepts to diverse audiences
- Principles of sound management; Planning, organizing, directing, coordinating, budgeting

Ability to:

- Develop and articulate long-term strategic plans
- Lead, manage, coach, and develop both technical and non-technical staff
- Interface with all levels in partner organizations, including executive management
- Prepare, implement, and supervise budgets
- Effectively use problem solving skills
- Effectively use public relations and personal management skills
- Gather, read, and analyze data
- Exercise good judgment
- Manage, lead, and direct functions of a District division
- Plan and organize work for self and others
- Establish and maintain cooperative and effective working relationships
- Communicate effectively in oral and written form
- Operate a variety of office equipment including but not limited to computer terminal and peripheral equipment, typewriter, calculator, and copy machines
- Work with appropriate and assigned software programs
- Good speaking and listening skills

- Ability to bend, stoop, and reach
- Carry out all aspects of the position
- Integrate a variety of support functions
- Gather and analyze data and develop conclusions and recommendations
- Develop projections using historical data and inferential methods
- Think critically and creatively
- Supervise, train, evaluate, supervise, and motivate staff in a way that optimizes service
- Plan, organize, and prioritize complex and technical work processes in order to meet schedules and timelines
- Speak and make presentations to a variety of audiences

Education and Experience:

- Bachelor's degree in computer science, management information systems, or equivalent field;
- A minimum of eight (8) years professional experience in the field of technology services, with at least five (5) years of management experience in Information Technology; school district management or administrative capacity is preferred

Licenses/Other Requirements:

- Must possess of valid California Driver's License during course of employment; must be insurable at standard rates and maintain such insurability during the course of employment

Work Year

- 12 Months

Adopted: May 2014