



Fremont Union High School District

Position: Chief Technology Officer

Work Year: 12 months

Summary of Basic Functions & Responsibilities

Working with appropriate district personnel, monitor, maintain, test, and debug district WANs and LANs to meet the needs of users; organize and assist site network specialists in maintaining LANs; plan for future upgrades and improvements of the district WAN and LANs. Continue to read, study, and stay current with the latest technology and developing systems; develop contacts and relationships with vendors; work closely with the purchasing manager and associate superintendent regarding procurement of equipment; enlist the help of community and corporate resources to enhance our system. Plans strategies to deliver services to users to meet defined needs: assures cost-effective and efficient operations; interacts with staff and data processing users; serves as technical liaison for current and potential users; supervises and evaluates the performance of assigned personnel. Understands and works effectively with people from other cultures.

Essential Duties & Responsibilities

As assessed by the Superintendent's designee, the outcomes of the Chief Technology Officer's job performance will be as follows:

- Implements the District's Information Technology Plan, policies, procedures, and programs; responds to short and long-term administrative and instructional technology needs; and establishes schedules for operations, projects and support; manages the day to day operations of the technology services network, server and support operations.
- Reviews requests for new/additional systems or services, identifying impact on current and planned resources, determining feasibility and costs.
- Develops procedures and systems to provide access to school network resources to support teaching and learning.
- Install, monitor and maintain the LAN and WAN cabling systems, bridges, hubs, switches, routers, broadband equipment, microcomputers, printers, data backup devices, and other peripherals and associated software.
- Configure and maintain web, remote access, file, applications, domain, mail, DNS, DHCP, WINS servers and district website.
- Define, describe and solve network problems, maximizing the use of existing resources.
- Maintain and operate LAN and WAN diagnostic equipment for preventative maintenance and diagnostic purposes.
- Edit, input, and maintain security system files on servers and firewalls.
- Ensures that backup/recovery plans and security standards exist and are followed for all systems.
- Make on-site visits for installation and/or diagnostic purposes.
- Works in the field with minimal supervision and sometimes at odd hours.
- Provide contacts with corporate resources regarding anticipated developments of technology to enhance District network and support services.
- Keep District staff involved with industry advancement and new technologies.
- Works closely with the Chief Business Officer and the Manager of Purchasing regarding network upgrades, purchasing and setting standards for equipment and software.
- Researches and recommends network and data communications hardware and software and works with network and support specialists who deal with supporting a 21st Century learning organization.
- Develop plans for future upgrades to network services including VoIP solution, e-mail lists, and calendar solutions.

- Perform related duties as assigned.

Qualifications

Knowledge:

- Knowledge of computer network design including local and wide area networks, standard network protocols, server platforms (Windows, Novell, Unix), integration of various client platforms into a network (Windows and Apple), configuration of routers and switches, integration of wireless technologies in networks, and use of broadband technology.

Abilities:

- Able to manage network user accounts, diagnose and repair network problems, monitor and improve network performance and security, establish and maintain effective work relationships with district and site personnel.
- Must be objective-driven, detail-oriented and a self-starter.

Education and Experience:

- Equivalent to two (2) years of college training.
- Three or more years of experience developing and managing local and wide area networks (LANs and WANs), including the areas of data processing and telecommunications.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Personal Characteristics:

- Character, personality, appearance, ability to work with others, able to work effectively in high stress situations.