

WESTMINSTER SCHOOL DISTRICT JOB DESCRIPTION

TITLE: CHIEF TECHNOLOGY OFFICER, TECHNOLOGY SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent or Superintendent's designee, plans, organizes, directs and administers the Technology Services functions of the District including information technology and educational technology services; development of technology strategic plans, policies, and programs for data management; technology infrastructure, application acquisition, development, and integration; and data security to leverage technology in support of organizational goals and objectives; provides advice, technical expertise and assistance to the Superintendent on matters regarding District technology; supervises and evaluates the performance of assigned staff.

Establish and champion a bold vision for moving the District to the forefront of technology integration, with a particular focus on classroom-based teaching and learning applications that support assessment and instruction. Create the technological infrastructure necessary to support and lead staff in the improvement of instructional outcomes and teacher effectiveness, the development of site based instructional leadership, and the improvement of District communications with internal and external audiences. Responsible for the integration of cost-effective applications, technological hardware and software as it relates to the teaching-learning process, and the use of instructional technology as a means of accelerating and improving student achievement as well as administrative technology and efficiencies.

ESSENTIAL AND REPRESENTATIVE DUTIES:

Perform responsible administrative duties as the chief technology officer of the District; provide technical expertise, advice and consultation to the Superintendent and the Board of Trustees regarding the District's technology.

Participate as a member of the Superintendent's Cabinet as requested; represent the school district at conferences, conventions, and at other meetings.

Plan, organize, coordinate, direct and manage the Technology Services Division of the District to ensure efficient and cost effective-operation.

Primary responsibility for providing leadership, direction, oversight, and vision for the effective use of all District instructional and business technology resources.

Responsible for strategic planning, development, and administration of all technology services, including preparing and implementing goals and objectives for technological advances that will serve the needs of District stakeholders.

Researches and makes recommendations to Superintendent, Cabinet, and all other District personnel on instructional and other technology-related needs and issues.

Responsible for planning, developing, securing, and overseeing administration and maintenance of the District's Wide Area Network (WAN) and the Local Area Networks (LANs) at all District locations.

Hires, supervises, directs, and evaluates Information Technology and Education Technology personnel. Supervise and evaluate the performance of assigned staff; initiate and review recommended disciplinary actions and terminations of personnel assigned to the Technology Services Division; select, coordinate, and direct subordinates, and recommend appropriate staffing levels.

Responsible for ensuring the District's electronic data is appropriately secured, and for policies and procedures that protect such data and ensure compliance with all appropriate codes or policies relating to data integrity and security.

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Researches, evaluates, and develops District policies, procedures, and guidelines related to technology use by students and adults, including CIPA.

Responsible for planning, developing, administering, securing, and maintaining the District's web sites, services, and software.

Responsible for directing and managing technology-related projects from beginning to end using industry standard best practices.

Administers and oversees contracts with computer and network support vendors and contractors. Researches negotiated contract agreements, and negotiates with technology hardware, software, and services providers to obtain the best value for the District.

Supervises and directs support of all District personal computers and network hardware and software.

Direct the development, implementation and maintenance of a robust wired and wireless network infrastructure capable of supporting 21st century learning and business practices.

Direct the development, implementation and maintenance of a comprehensive professional development and technical support infrastructure capable of providing training and support for all sites and the district office. Conducts/coordinates technology training programs for District management, teaching staff, classified and other employees.

Responsible for computer acquisition, applications and solutions development, and computer operations support to maximize access to information for instruction and productivity.

Responsible for oversight of delivery of all District-wide network services, including a secure and operational e-mail and file sharing system for all District employees, data and system security, data storage and backup, web services, and planning for growth and upgrade needs.

Supports and oversees planning and vision for designs of school site networks and technology upgrades and oversees technology upgrades.

Attends and represents District at appropriate professional meetings with private and public organizations in the county, region, and state.

Develop partnerships with other school districts, vendors, businesses, universities and the community to accelerate the technology department's effectiveness and to secure additional resources in order to meet the objectives and needs of the schools and District.

Represents District in development and maintenance of business partnerships and relationships that support the District instructional goals.

Responsible for review and oversight of all the District and department technology-related budgets, including ensuring purchases comply with District's instructional and operational standards and requirements.

Responsible for researching, making recommendations and oversight of District's select technology-related grant programs to ensure success with stated goals and compliance with grant requirements, including the federal E-Rate program. Responsible for the preparation of all ERATE applications; recommends, monitors, and manage related services.

Maintains constant working knowledge of changes and advancements in technology through in-service training, professional seminars and conferences, and published literature.

Writes procedures and documentation for new and existing programs and policies as needed.

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Prepare and administer the Technology Services Division budget.

Establish and maintain an on-going technology security auditing system; arrange for and coordinate appropriate reports as necessary.

In collaboration with district leaders, plan, develop, and direct the implementation of administrative procedures and divisional policies, goals and objectives; prepare and make recommendations to the Superintendent on matters relating to District policies, Board Agenda items and organizational or operational changes as related to technology or its use.

Attend regularly scheduled Board Meetings and provides regular updates to the Board on cybersecurity.

Chairs the District's Technology Committee

Interpret, apply and ensure compliance with a variety of statutes, laws, codes, regulations, and legal requirements related to the technology operations of the District, assuring compliance with law, county requirements and professional standards; monitors existing and proposed legislation related to school technology functions.

Communicate and work with other public agencies; maintain effective working relationships with Federal, State, County, City, and District officials, and the general public.

Assure the proper preparation and maintenance of accurate records, files, and reports related to the District's technology operations; assure the timely completion of County, State, and District reports.

Plan, develop, and coordinate training programs and related activities for Division personnel; develop and direct the preparation and distribution of instructions, manuals, guidelines and procedures related to the Division's operations and activities.

Ensure that technology solutions comply with all appropriate laws and regulations, including FERPA, HIPPA, California Education Code and District Board Policies and Administrative Regulations.

Oversee the work of the district's technology support staff in all aspects of in-class and remote technology, including 1:1 student device program.

Perform other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision:
- 1) Reports to and receives direction from the Superintendent.
 - 2) Direct supervision of the following positions: (a) Information Technology staff (b) Education Technology leadership staff.
- Internal Contacts:
- Continuing contact with all schools and departments, district employees, administrative staff, and members of the Board of Trustees.

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External Contacts: Continuing contact with Orange County school officials, city and county officials, and officials of other school districts.

Frequent contact with state officials, representative of public and private agencies, consultants, attorneys, vendors and others.

KNOWLEDGE OF:

Principles and practices of organizational design and operations management.

Principles and practices of budgeting, feasibility studies, cost benefit analyses, contract negotiation and administration and oversight.

Principles, practices, and techniques for the operation of full service infrastructure systems and services.

Networks and server technologies.

Computer hardware, operating systems, utilities, and application systems software.

Information security issues, requirements, software and tools, and trends including compliance requirements related to Federal Rules of Civil Procedure (FRCP) and e-Discovery.

Information Technology frameworks such as Infrastructure Library (ITIL) framework, Information Technology Service Management (ITSM) principles, Project Management Body of Knowledge (PMBOK).

Principles, practices, and techniques for the operation of multi-vendors and multi-platforms computer systems.

Network technologies, Web technology, and cloud and database systems.

Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements.

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 and business technology.

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ABILITY TO:

Serve as the chief technology officer of the District. Provide the technical advice and expertise to the Superintendent and the Board regarding technology services functions.

Plan, organize, and direct a broad-based technology program.

Analyze, interpret, apply, and assure compliance with the various laws, policies, regulations and legislation governing the District's technology and operations.

Coordinate a variety of complex technical operations involving efforts of multiple district units.

Select, supervise, evaluate, and direct the activities of professional and other assigned staff.

Analyze situations accurately and adopt an effective course of action.

Demonstrate effective, organizational, and administrative leadership.

Monitor and/or develop programs or mechanisms to improve organizational efficiency and security.

Incorporate new technology into future plans.

Read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates.

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 of data and security of technology systems.

Prioritize workload and conflicting demands.

Establish and maintain records.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations.

Meet schedules and timelines.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree from an accredited college or university in information technology, information management, technology management, computer science, business administration, or other fields closely related to the job requirements of this classification or a related field, and five (5) years of increasingly broad and responsible technology management experience in a school district.

Consideration will be given to alternative combinations of experiences and training that provide the knowledge, skills, and abilities that encompass the major duties and responsibilities.

Candidates who possess a valid California Administrative Services Credential and a bachelor’s degree in any field may be considered for this position if they meet the technical requirements and have demonstrated increasing responsible experience in infrastructure and systems, operations technical support, project management, and technology management.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

Completion of fingerprinting is required prior to the first day of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Duties are performed in the district office, school sites, and community settings. This position may entail frequent interruptions. This position requires one to work independently and/or with diverse groups of people to complete high work volume and tight deadlines.

This position classification may require one to perform work that involves some lifting and sitting, with some walking and standing for extended periods of time. This position will require one to lift, pull or push objects up to twenty-five (25) pounds. This position requires one to possess the ability to have accurate sound perception, near and far vision with the ability to read small print and depth perception. This position requires the mobility to reach and bend, sufficient dexterity to work with computers, and provide oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

SALARY RANGE

Range 19, Classified Management Schedule

APPROVED BY: Board of Education

DATE: 3/10/2022

APPROVED BY: Personnel Commission

DATE: 3/22/2022